

CITY OF TUALATIN

Classification Description

Job Title: Street, Sewer & Storm Division Manager
Department: Operations
Reports To: Operations Director
FLSA Status: Non-Exempt

SUMMARY: Coordinates, assigns, supervises, directs and inspects the operation and maintenance of the City's sewer, storm and street facilities; including management of the City's pavement management program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs the safe operation, maintenance and repair of the City's sewage collection, street system and storm drainage systems. Supervises inspection, testing and maintenance of sewage lift stations and properties, equipment, sewer, streets and storm drains. Coordinates work projects with other jurisdictions and utility companies.

Supervises and participate in the construction, maintenance and repair of a variety of public works projects which may include unloading and spreading street surface materials; cleaning sewers, clearing drainage ditches; laying pipe; and installing storm drains and catch basins.

Recruits, hires and trains full and part-time personnel to perform work related to operations and maintenance of the division.

Manages the City's pavement maintenance and sidewalk repair programs which includes evaluation of roadways and contract proposals, maintenance strategies, budgets, inspection and implementation.

Monitors and inspects contracted work on projects related to street, storm and sewer division operations or projects.

Maintains records of materials and equipment used; maintains time sheets and other work and personnel reports as required. Develops work plans, goals and maintenance schedules.

Receives and analyzes various bids for the purchase of maintenance vehicles, equipment and materials.

Receives and handles inquiries, requests and complaints from citizens and contractors relating to the Division's operations and maintenance functions.

Develops division's budget and five-year plan for review by Operations Director. Assists in developing division long-range plans.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Supervises and directs employees engaged in street, storm and sewer maintenance activities. Monitors and inspects contracted work.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Delegation - Delegates work assignments; Sets expectations and monitors delegated activities.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within approved budget.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Organizes or schedules other people and their tasks.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

Adaptability - Manages competing demands.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skill and Abilities: Thorough knowledge of the materials, methods, and techniques used in the safe construction, maintenance and operations of street, sewer, and storm facilities and other related projects.

Considerable knowledge of safety requirements and precautions to ensure safe working conditions.

Ability to plan, review and supervise employees performing various functions relating to the street, storm and sewer of public works. Ability to maintain accurate inventory, personnel and work records. Ability to operate a personal computer and word processing and spreadsheet software. Ability to establish and maintain effective working relationships with contractors, manufacturer's representatives, public officials, City employees and the general public.

Certificates, Licenses, Registrations: Possession of a valid Oregon commercial driver's license. Possession of, or the ability to secure possession within six months of, the appropriate Wastewater Collection Level III Certification based on state classification of the City's system.

EDUCATION and/or EXPERIENCE: Five years of responsible public works maintenance and construction experience with at least two years in a supervisory capacity, including experience in the maintenance of streets, storm and sewer systems. Education equivalent of high school graduation, with two years of additional education or training in public works techniques and principles. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and climb or balance; and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, and/or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and extreme cold. The employee is occasionally exposed to high, precarious places; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.