

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	PW Operations Services Manager	CLASS CODE: 0559
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director	DATE: 7/1/2002

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**Job Summary:**

Plans, controls, organizes and directs all divisions in the Public Works Operations Unit including water distribution and treatment, wastewater collection, wastewater treatment, storm drains, water and sewer billing, facilities engineering, and environmental services.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Directs, supports and evaluates unit managers. Recruits, selects, and trains operations staff, prepares performance evaluations, and carries out disciplinary actions for employees within the operations division.
2. Develops and manages the annual operations budget in coordination with division supervisors. Monitors revenues and expenditures throughout the budget year.
3. Ensures that water and sewer regulatory standards are met.
4. Develops and implements division goals and objectives.
5. Develops the yearly maintenance management plan and budget expenditures with a cost control system.
6. Observes and evaluates efficiencies of operations and performance through regular and special inspections..
7. Serves as the Operations emergency operation command director in disaster or major emergency situations involving Public Works.
8. Represents the Operations Division and/or Public Works Director at conferences, staff and citizen meetings, City Council meetings and other agency and City departments.
9. Provides technical guidance to field operations and develops recommendations for operational and policy changes.

**Important Job Functions**

1. Develops a personnel training and development program and an employee performance evaluation system.
2. Attends meetings and various training seminars and conferences as required.
3. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in engineering or a related field; and,

Seven (7) to ten (10) years of experience in a related field; or,

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Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Professional engineering license or water/wastewater certification desired.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Procedures, materials and equipment used to operate and maintain a water treatment and distribution system, a sewage collection system, a street and storm drain system, and a wastewater treatment plant.
- Maintenance engineering design and construction methods.
- Human resource planning and development.
- Management and administrative practices, budgeting, financial analysis, and cost control procedures for both operating and capital programs.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.