

**City of Warrensville Heights  
Service Department  
Public Works Operations Manager**

---

**POSITION TITLE: Public Works Operations Manager**

**DEPARTMENT: Service Department**

**REPORTS TO: Service Director**

---

**Position Summary:**

Under the supervision of the Service Director, this position is responsible for supervising the maintenance, repair, construction and operation of the Public Works department. Supervises and performs the duties involved in the maintenance of streets, water and sewer systems, reading and installation of water meters, parks and recreation, equipment and buildings. This is a working position involved in the activities of maintenance workers and equipment operators

**Major Accountabilities:**

- Manage and oversee public works programs, such as concrete and asphalt repair, street sign replacement, park maintenance, fleet maintenance, building maintenance, wastewater, storm water and other public works maintenance programs, including in-house supervision, planning, estimating, as well as contract development and execution.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees on performance issues; recommend discipline.
- Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues.
- Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and take necessary corrective action.
- Plan, organize, direct, review and manage the activities and programs of the Public Works Department, and its daily functions; Performs maintenance work as necessary to preserve the infrastructure of the Public Works Department;
- Actively communicate and work with assigned staff on planning and direction
- Serve on the management team and maintain a positive, cooperative attitude and display professionalism and expertise during interactions with the Mayor, staff and the public.
- Budget, schedule and manage all construction and maintenance projects
- Responsible for training and evaluating public works personnel with Service Director

- Oversee the maintenance and repair of roads, storm sewer, water, and alleys
- Inspect and resolve problems from public complaints
- Recommend any new improvements, maintenances, procedures and or technology necessary to maintain efficient, effective and compliant city systems.

**Minimum Qualifications:**

- High School diploma or equivalent.
- Five years of experience in water/sewer maintenance, parks and recreation, equipment and building maintenance, street maintenance and supervisory experience.
- Knowledge of using surveying equipment and shooting grade, maintaining water and sewer systems.
- Knowledge of the occupational hazards and safety precautions necessary to the proper operation equipment.
- Ability to plan, organize, train and effectively supervise a group of maintenance and equipment operators.
- Ability to make decisions recognizing established procedures and practices and to use resourcefulness in meeting new problems.
- Ability to make estimates of time and materials.
- Ability to prepare well organized written reports.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, elected officials and the general public.
- Knowledge of federal, state and local laws as they affect the operation of the public works department.
- Ability to stand and walk for long distance for long periods of time and possession of full range of body movements including, but not limited to, bending, stooping, pushing and pulling, kneeling, crawling, jumping in and out of equipment from heights of 2-3 feet to the ground, climb ladders, work in trenches and manholes, standing on a regular basis.
- Ability to lift and carry 70 pounds and pick up 70 pounds from floor to heights of four feet
- Working outdoors in all types of weather.

Must provide of a safe driving record and maintain a safe driving record of continued employment. Will be required to pass DOT physical every two years. Successful candidates will be required to complete a pre-placement physical and a substance screen prior to employment. Background investigations may be done prior to employment.

**Qualified applicants please submit resumes by Monday January 14, 2019**

**City of Warrensville Heights  
Attn: Dawn Cowan  
4301 Warrensville Center Road  
Warrensville Heights Ohio 44128.**

**Or e-mail to [DCowan@cityofwarrensville.com](mailto:DCowan@cityofwarrensville.com) for a full job description please log onto [cityofwarrensville.com](http://cityofwarrensville.com) or pick up at Warrensville Heights City Hall.**

Updated June 2017