

OPERATIONS MANAGER

(Department of Public Works)

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing the daily operations of the Highway Division of the Cattaraugus County Department of Public Works. Duties are performed under the general supervision of the Commissioner of Public Works with wide latitude allowed for the exercise of independent judgement when deploying personnel and equipment. General supervision is exercised over subordinate supervisors and employees. An Operations Manager (Department of Public Works) does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules start up of projects county wide;
- Assigns and reassigns personnel and equipment as needed for projects;
- Visits worksites to assess progress;
- Oversees Highway Division preparations for winter snow removal;
- Briefs the Commissioner of Public Works and Director of Engineering on the status of daily operations;
- Oversees the calling out of road crews for snow and ice control;
- Moves crews as required by changing winter road conditions;
- Coordinates vehicle maintenance with the Fleet Maintenance Supervisor;
- Interviews prospective employees;
- Administers personnel policy for Highway and Refuse Divisions, including employee evaluation, discipline, and safety;
- Reviews specifications for motor vehicles and shop equipment;
- Complies with new equipment cost estimates for budget;
- Investigates accidents involving DPW personnel and equipment;
- Advises the media and public of road conditions;
- Explains department operations to the public;
- Coordinates with New York State Office of Emergency Management, Federal Emergency Management Agency and Cattaraugus County Office of Emergency Services during and after disasters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of equipment, materials, and techniques of road construction and maintenance; thorough knowledge of winter snow and ice removal procedures; working knowledge of occupational safety and health principles applicable to road construction and maintenance; ability to write bid specifications for heavy automotive equipment and related hardware; ability to plan and coordinate projects underway at different locations; ability to interpret plans, charts, and drawings; ability to administer department personnel policy; ability to supervise the work of others; ability to communicate effectively orally and in writing; ability to explain department activities to the media and

public; ability to drive an automobile or light truck; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering and at least one year of experience supervising road construction or maintenance activities or other civil engineering projects;

OR

B. Graduation from a regionally accredited college or university with an Associate's degree in Civil or Construction Engineering Technology and at least three years of experience as described in (A);

OR

C. High school graduation or possession of a high school equivalency diploma and five years of experience as described in (A).

SPECIAL REQUIRMENT: At time of appointment, and thereafter, must possess and maintain a New York State Class B driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/18/10

Revised: 2/19/2015

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