

## **DIRECTOR OF MUNICIPAL OPERATIONS**

### **PURPOSE OF JOB**

Employee in this class is under administrative supervision of the City Manager. Work performed in planning, organizing, and directing the overall activities of the following departments: Maintenance and Fleet Management, Street and Drainage, Traffic Signals, Water Distribution, Sewer Collection lines; and performs other work as required.

### **EQUIPMENT/JOB LOCATION**

- The employee must have the ability to operate a variety of electronic equipment
- Routinely works both indoors and outdoors and may be exposed to extreme conditions of weather
- The employee will be exposed to loud noise, dirt, dust, tobacco smoke, and foul odors

### **ESSENTIAL FUNCTIONS OF THE JOB**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, schedules and directs the overall supervision of the personnel, programs and activities of the various departments listed above.
- Participates in the preparation of annual departmental budgets and in the control and expenditure of appropriations
- Responsible for keeping and completing a variety of records and reports
- Makes recommendations concerning hiring, discipline, and promotion of employees
- Directs and performs inspections of contract work; determines compliance and recommends acceptance of work by the City
- Checks all complaints on traffic problems, refuse pick-up, street problems, and other public works related programs
- Coordinates work with other departments (Water Filtration, Park and Recreation, Engineering, Storm Water Management, Planning, Airport, Fire and Police, Codes, Administration and Catoosa Utility District) and special events throughout the city
- Makes presentations to the City Council and other city Boards and Commissions
- Coordinates and prepares priority list of capital improvements for 3,5,10 years

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Maintains satisfactory public relations through courteous and prompt attention to complaints
- Performs other related work as required

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the operation and maintenance of heavy and light equipment, as well as a variety of small machinery and hand tools
- Knowledge of the principles and practices of construction and maintenance of streets and other public facilities
- Knowledge of modern supervisory practices and procedures
- Knowledge of State, City and County traffic regulations
- Knowledge of MUTCD (Manual of Uniform Traffic Control Devices)
- Knowledge of City ordinances and State laws
- Knowledge of occupational hazards and safety precautions
- Knowledge of the care and use of motor vehicles
- Knowledge of the materials and equipment used in general maintenance and construction work
- Knowledge and understanding of federal and state environmental regulations
- Ability to understand and follow instructions
- Ability to maintain a high level of discipline and morale
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to keep accurate records and make reports
- Ability to communicate clearly and effectively orally and written
- Ability to establish and maintain an effective working relationship with all departmental and other city employees and general public
- Ability to implement a succession program for the various departments

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Any combination of training and experience equivalent to:

- Graduation from an accredited four year college or university with a major in Civil Engineering or related field
- Seven years' experience in one of the construction trades, road maintenance, business management, or civil engineering of which four years' experience must have been at a responsible supervisory or administrative level
- A high school diploma and ten years of heavy construction management experience may be substituted for the above educational and experience requirements
- Must be able to lift, move, and carry up to 50 lbs.
- Possession of a valid Commercial Driver's License (CDL) Class B
- Must reside within Cumberland County and within 25 miles of the city
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position
- Must pass post-offer drug screen

## **ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty (50) pounds of force occasionally, and/or up to twenty-five (25) pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Some tasks require the ability to perceive and discriminate colors, or shades of colors, sounds, odor, depth, and visual cues or signals. Vision requirements include being able to read small prints such as maps.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Director of Municipal Operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Director of Municipal Operations.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Director of Municipal Operations.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, wetness, humidity, rain, snow and ice, fumes, smoke, temperature and noise extreme, electric currents or toxic agents.

**EQUIPMENT MACHINERY AND MATERIALS UTILIZATION:** Requires the ability to operate computers and a variety other electronic devices and skill in using various software programs and other basic office equipment.

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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