



JOB DESCRIPTION

TITLE: Public Works Manager	JD: 118
DEPARTMENT: Public Works	EFFECTIVE DATE: 9/6/22
REPORTS TO: Public Works Director	FLSA STATUS: Exempt
SUPERVISES: Public Works Supervisor, Treatment Plant Supervisor, Operations Project Manager, Administrative Specialist III	UNION STATUS: Unrepresented

JOB PURPOSE/SUMMARY

The Public Works Manager has day-to-day responsibility for the management and operations of the Operations and Maintenance Division of the Public Works Department. The Public Works Manager uses considerable independent judgment and discretion in staff supervision, program administration and implementation, budgetary and financial control, contract and project work planning, scheduling, emergency operations and other related duties required to lead the division.

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

A healthy Bainbridge Island, now and for future generations.

CITY MISSION

Serve and respond with skill, trust, and care.

CITY VALUES

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS

- Assists the Director in formulating long-range goals and objectives of the department and in developing plans for accomplishing these goals, including preparation and administration of the department's operations and maintenance and capital program budgets.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; coordinates staff training activities.
- Analyzes staffing and equipment needs in order to allocate resources pursuant to the division's budget and to ensure staff and equipment are being utilized effectively.
- Administers assigned budget, including monitoring and approving budget expenditures, making revenue and expenditure adjustments to stay within budget and making recommendations for budget based on analysis of operational and maintenance needs.

- Provides recommendations for and ensures compliance with regulations, operational policies, priorities, and standards in order to achieve long- and short-term program objectives.
- Selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; provides or coordinates staff training in safe and proper work methods.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Facilitates problem solving within the division; encourages a high degree of collaboration, communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety.
- Evaluates efficiency and effectiveness of operations, programs, services, procedures, and use of resources; recommends and/or implements modifications or improvements as needed.
- Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints and takes appropriate action; develops notification letters and other public information documents as appropriate.
- Analyzes reports, information, and statistical data to determine trends, needs, and operational and maintenance resources; compiles and/or monitors various administrative, or statistical data; analyzes data and identifies trends; develops operational projections; summarizes technical data and prepares reports, charts, and presentations.
- Manages the procurement of professional services and maintenance/repair contracts supporting the operation and maintenance of the City's facilities and infrastructure including: conceptual planning, specification writing, cost estimating, workload forecasting, scheduling, bidding and awarding, reporting, and closing out.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Responds to and provides managerial support for emergency operations as well as emerging issues during and after regular work hours.
- May act for the Director as assigned.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- Principles and practices of water and wastewater system operations, maintenance and repair programs.
- Principles and practices of stormwater and street maintenance and repair programs.
- Principles and practices of facilities and fleet maintenance and repair programs.
- Municipal budgeting, contracting, cost accounting, and purchasing procedures and processes.
- Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline.
- Office procedures, methods, computer equipment, and software.
- Methods and techniques of field data collection, tabulation, and analysis.
- City organization, operations, policies and procedures.
- Federal, state, and local regulatory requirements, including applicable codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

ABILITY TO:

- Effectively plan, assign, and supervise the efforts of subordinate staff.
- Quickly grasp new techniques, deal with rapid changes in priorities, and remain calm and effective in stressful situations.
- Work independently or as a team member in order to produce timely, quality results on a variety of complex concurrent assignments.
- Analyze a variety of complex/detailed operational and maintenance data and make sound policy and procedural recommendations.
- Plan, organize and direct effective operation and maintenance programs.

- Prepare and administer budgets and other financial controls including cash flow.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Respond to public concerns and needs and address difficult customer service issues and exercise tact and diplomacy in conflict situations.
- Maintain detailed and accurate records.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A bachelor's degree in public administration, construction, engineering, or a related field, and six years of progressively responsible experience in public works, with three or more years of supervisory experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.

At least four of the core certifications listed below are preferred at hire. Additional certifications applicable to the areas of responsibility will be obtained within 12 months of employment, as determined by the supervisor.

- Washington State Traffic Control Flagger's certification
- Washington State Traffic Control Supervisor's certification
- ISMA Level 1 Signs and Pavement Markings certification
- Certified Erosion and Sediment Control Lead certification
- Certified Facilities Manager, Facilities Manager Administrator or comparable certification
- Certified Automotive Fleet Manager or comparable certification recognized by fleet management professionals
- Washington State Water Distribution Manager II certification
- Washington State Cross Connection Control Specialist certification
- Washington State Wastewater Collection Specialist II certification
- Washington State Wastewater Treatment Plant Operator II certification
- OSHA 30-Hour General Industry Safety certification or comparable certification recognized by safety professionals
- OSHA 40-Hour HAZWOPER certification

WORKING CONDITIONS

The regular work schedule is generally Monday through Friday, 8 am to 5 pm, with the occasional need to be available by phone outside of regular work hours. Work is performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. This position requires some outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment.

The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.