

**CITY OF SOLANA BEACH**  
**PUBLIC WORKS OPERATIONS**  
**MANAGER**

**DEFINITION**

Under general direction, plans, supervises and implements the activities of the Public Works division of the Engineering Department; Provide responsible and complex administrative support to the Public Works Director, holds essential responsibility for the maintenance of public facilities and assets, provides technical advice on public works operations and maintenance; acts with a high degree of independence; develops methods and procedures to solve problems encounter; monitor the performance of the public works maintenance contracts; supervises the maintenance staff; and performs related work as required.

**CLASS CHARACTERISTICS**

Positions in this class are responsible for various functional areas, such as utilities, park and street maintenance, water and sewer operations and facilities maintenance and daily oversight of public works crews. Incumbents exercise independent judgement in implementing the goals and operations of maintenance programs and activities. This class is distinguished by their responsibilities supervising several functional areas and administering the daily operations of the Public Works Division.

**ESSENTIAL FUNCTIONS**

**Duties may include, but are not limited to, the following:**

Supervise City-wide programs for park and landscape maintenance, drainage system maintenance, building maintenance, street maintenance and pavement preservation; sanitary sewage maintenance, street light and traffic signal maintenance; participate in the long range planning of park and landscape, sanitary sewer drainage, building, and street and pavement projects; determine and implement safety procedures through periodic inspections of projects in progress and upon their completion; prepare and maintain control over division budget; make recommendations to the department head; keep time reports and payroll records.

Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing maintenance services including streets, sewers, beaches, parks, trees, street lights, traffic signals, facilities, and equipment; participates in performing the

daily tasks and duties assigned to the Public Works crew; inspects and verifies work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Ability to use independent judgment is essential.

Plans, oversees and administers maintenance work projects; reviews equipment specifications; selects appropriate equipment and materials to complete the work according to specifications and established procedures; prepares time, material, and equipment estimates; develops and prepares bid specifications for maintenance services and equipment; requisitions supplies and materials; ensures equipment orders are received in a timely manner.

Makes arrangements with contractors and administers service contracts for projects and tasks that are not performed by City staff (due to the size and scope of work) such as street repairs, street lighting and traffic signal repairs, and overlaying of streets storm and sanitary sewers; coordinates construction and maintenance work with other agencies; provides assistance with a variety of construction and maintenance activities.

Participates in the selection of assigned staff; evaluates employees; initiates necessary disciplinary actions; schedules vacation and time-off requests.

Provides or coordinates staff training including work methods, techniques and the operation of equipment; administers weekly safety meetings and discusses safety practices and procedures.

Prepares the budget for the Public Works Division under direction of the City Engineer/Public Works Director; monitors budget expenditures.

Coordinates maintenance activities with other City departments, divisions, staff, and with outside agencies; receives, investigates and resolves citizen complaints and requests regarding issues related to Public Works; determines and ensures appropriate disposition; provides information to the public regarding City policies and procedures; investigates and reports on matters related to claims made against the City.

Prepares necessary records and reports; maintains records of projects, activities and materials.

Provides vacation and temporary relief as required. Provide on-call duty as needed.

**Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Equivalent to the completion of Associate's Degree in construction, engineering, Public Administration or a closely related field. International Society of Arborist (ISA) certification, and Pesticide Applicator License are desirable.

**Experience:**

- Seven (7) years of progressively responsible experience in public works maintenance and repair, including three (3) years direct supervisory experience.

**Knowledge and Abilities****Knowledge of:**

- Methods, materials and equipment involved in street, drainage systems, traffic signal, street lighting systems, parks, grounds and tree maintenance and repair
- Operation, services and activities of a comprehensive public works maintenance, repair and construction program.
- Characteristics and uses of asphalt, concrete and other paving materials
- General landscape maintenance.
- Traffic laws and regulations applicable to operation and maintenance functions.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Safety orders and safe work practices related to construction and maintenance work.
- Principles of supervision, training, employee evaluation, and discipline.

- Modern office practices, methods, and computer equipment and software.
  
- Public Works laws and management
  
- Safe driving principles and practices.

**Ability to:**

- Supervise, organize direct, and review the work of assigned personnel; provide training and guidance to staff.
  
- Supervise the work of contractors; inspect projects and determine compliance of work performed with approved plan and specifications
  
- Read and interpret engineering and other technical plans, specifications, blueprints, and drawings; maintain accurate records; prepare clear and concise oral and written reports; perform accurate mathematical computations.
  
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
  
- Analyze emergency situations accurately and adopt effective courses of action; ensure work performed is accomplished within budget limitations.
  
- Establish and maintain cooperative working relationships, work safely and efficiently.
  
- ability to communicate effectively both orally and in writing.
  
- Operate vehicles and equipment safely.

**Special Requirements**

Possession of or ability to obtain an appropriate and valid California driver's license, and a satisfactory driving record.

**Physical Demands**

Sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift 60 lbs., and push or pull objects up to 100 lbs.; ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibration, chemicals, and mechanical and

electrical hazards; travel to different sites and locations; availability for overtime, on-call, or standby 24 hours a day.

[City of Solana Beach](#)

[Associated Benefits](#)