



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Operation Manager

DEPARTMENT: Operations

REPORTS TO: City Manager

SUPERVISES: N/A

SALARY:

JOB SUMMARY:

To assist the City Manager with a wide variety of administrative tasks, to conduct specific and comprehensive analyses of a wide range of municipal policies, organization, procedures, finance and services; to assume responsibility for a significant functional area of responsibility; oversee departmental operations; and perform related work as required.

ESSENTIAL DUTIES:

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Advanced knowledge of Public Works operations, programs, and methods
- Knowledge of government financial programs
- Knowledge of the methods and practices of construction management
- Basic knowledge of construction law
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals.
- Assists in the development of goals, objectives, policies and priorities.
- Long-term planning to create initiatives that further the City overall goals.
- Coordinating different teams to foster exchange of ideas and provide cross-team learning opportunities.
- Assessing and analyzing departmental budgets to find ways to minimize expenses and optimize profits

- Inspiring and motivating employees to perform at their best through positive encouragement and incentives initiatives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Communicating with the board or other senior officials about shifting City priorities and projects.
- Identifying potential problems and points of friction and working to find solutions in order to maximize efficiency and revenue.
- Identifying opportunities to expand or shift course in order to take advantage of changes in the market.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Performs other duties as assigned and directed by Administration.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in business administration, construction management, engineering, public administration or related discipline; supplemented by five (5) or more years' experience in public works related operations; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of Public Works operations, programs, and methods • Knowledge of government financial programs
- Knowledge of work order processes and applicable information technology system • Knowledge of occupational safety and health standards
- Knowledge of the methods and practices of construction management
- Basic knowledge of construction law
- Advanced skill in Microsoft Office products (Word, Outlook, Powerpoint, and Excel) and government financial programs
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing

- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of various weight (up to 50 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

- * Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Administrative Assistant/Clerk position and I certify that I possess the requisite qualifications and skills to perform these functions.

_____	_____	_____
Applicant Signature	Date	Witness

***This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.