



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Operations Manager

DATE OPENED: 12-12-16

DEPARTMENT/DIVISION: Public Works

HIRING RANGE: \$50,666.64 to \$75,999.96 (Annual DOQ)

POSITION FUNCTION: Under the direction of the Public Works Director, performs wide variety of duties relating to functions of municipal public works management and operations. Ensures the proper planning, developing and coordination of public works functions including roadways, bridges, drainage, solid waste, fleet maintenance, building maintenance and right-of-way operations. Responsible for technical and administrative work involving varied contract administration and development, research, analysis, compliance monitoring, problem resolution, and other related duties as assigned relating to the day-to-day operations and long range planning in the Public Works Department.

ESSENTIAL DUTIES:

1. Manages the daily public works operations focus on maintaining the city's superior contract management performance by focusing on planning, measuring results as well as developing the appropriate monitoring and accountability tools. Emphasis of this work includes management reports; project management; contract management; grant submissions and reports; systems management and business operations; collecting, monitoring, analyzing and summarizing information into a professional work product with observations and recommendations.
2. Performs duties necessary to analyze the impact of the capital budget for long-term financial position and future utility and municipal service rates. Duties include, but are not limited to, analyzing development activity (e.g. subsidies, cost sharing and other utility service agreements); measuring/quantifying return on investment and future service costs; annexation impact evaluation, and developers' agreement design assistance.
3. Assists with the selection and retention of Public Works Personnel, to include training and development initiatives. Responsible for conducting performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.
4. Manages the preparation, tracking and administration of the Public Works annual budget. Responsible for forecasting expenditures necessary and required to complete multiple Divisions' projects; the procurement of goods and services; and Personnel related costs.
5. Provides staff assistance to the Public Works Director by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings. Responsible for representing the Public Works Department on infrastructure and management related advisory boards and/or meetings.
6. Performs additional duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES Required knowledge and experience is normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Bachelor's Degree in Engineering, Project or Construction Management, Public Administration, Business Administration or related field, and five (5) to seven (7) years of management and project work related experience in Construction, Streets, Public Administration or related field are required, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Master's degree a plus.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics



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Government work related experience and a Professional Engineer license in the State of Florida is preferred. Familiarity with concepts of asset management/work order systems as well as basic GIS knowledge is a plus. Work requires the ability to read letters, memos, contracts, professional and industry literature, spreadsheets and other job related analysis. Work requires the ability to write letters, memos, and contracts. Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.

Work requires substantial independent judgment and decision-making. Must be able to monitor and assess, operations, workload, projects, and staff performance. Work is widely varied, involving analyzing and evaluating many complex and significant variables. Must be able to monitor and assess operations, workload, projects, and staff performance.

Should be competent in the use of Microsoft Excel, Word, and Power Point software.

Must be able to research, compile, and analyze data, and then present findings to management in an acceptable format. Ability to establish and maintain effective working relationships with City employees, other Federal, State and local governmental representatives, contractors, consultants, vendors, media and the general public is essential.

Ability to analyze complicated policy, process, and procedural issues, and to develop and articulate solutions to superiors. Ability to select and devise analytical techniques and methods for demonstrating various scenarios. Must exhibit attention to detail, accuracy, and safety. Must be able to communicate and present oneself in a professional manner. Ability to read maps, blue prints and schematics. Ability to perform or learn basic mathematical equations in the performance construction projects. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and to work cooperatively and jointly to provide high level customer service.

Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work related materials. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.

All interested applicants should submit a cover letter, resume and writing sample to the City of Haines City Human Resources Department, 620 E. Main Street, Haines City, Florida 33844. Job announcements are available at www.hainescity.com. Positions are considered "Open Until Filled," unless otherwise specified.

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