

**City of Chesapeake Class Title: Operations Administrator, Public Works**

<b>Job Class Code: 2675</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee and direct the maintenance of the City's infrastructure and bridge network. The class is responsible for installation, maintenance, repair, and construction of City infrastructure (street, drainage, stormwater) and operation of City bridges and structures. The class is responsible for staff supervision, planning, training, policy and procedures, budget, and reporting. The class works within broad policy and organizational guidelines, independently plans and implements projects and reports progress of major activities through periodic conferences and meetings.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Supervises field operations and administrative staff, including selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.</li> <li>• Prioritizes and directs street, drainage, stormwater, and bridge work to be performed, and ensures work is performed in compliance with local, state, and federal regulations and laws; establishes and implements long range plans and programs for area of responsibility.</li> <li>• Oversees bridge inspections and submittal of required reports to the State.</li> <li>• Ensures personnel receive proper safety training, and proper certification for job tasks.</li> <li>• Prepares annual budget for area of responsibility; oversees and approves expenditures; prepares financial forms and reports.</li> <li>• Develops and implements policy and procedures, performance measures, and standards for area of responsibility; ensures compliance with same by staff.</li> <li>• Reviews/processes daily paperwork including reports, requisitions, and personnel information.</li> <li>• Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.</li> <li>• Monitors inventory to ensure adequate supplies and equipment for scheduled work.</li> <li>• Assists other departments and other cities as requested.</li> <li>• Attends or conducts staff and other professional meetings to exchange information and address and resolve problems/issues.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Plans or directs others in the sequence of major activities, and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs, or to arrive at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses advanced mathematical concepts and models involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive

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	statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.
<b>Language Requirements</b>	Reads scientific and technical journals, blueprints, financial reports, or legal documents; speaks informally to groups of coworkers, staff in other organizational agencies, and the general public; writes complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of engineering, accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in civil engineering or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards. A Professional Engineer License issued by the Commonwealth of Virginia is desirable.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*