

RESOLUTION NO. 2018-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING THE DELETION OF ONE UTILITIES SERVICES SUPERVISOR POSITION AND ONE GENERAL SERVICES SUPERVISOR POSITION AND THE ADDITION OF ONE PUBLIC WORKS OPERATIONS MANAGER – UTILITIES POSITION AND ONE PUBLIC WORKS OPERATIONS MANAGER – GENERAL SERVICES POSITION IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Utilities Services Supervisor and General Services Supervisor positions are existing classifications in the Public Works Department and are included in the Fiscal Year 2017-18 Adopted Budget; and

WHEREAS, the Utilities Services Supervisor and General Services Supervisor positions are working class-positions that also provides front-line supervision to field staff; and

WHEREAS, Utilities Services Supervisor and General Services Supervisor positions are represented by the Service Employees International Union Local 1021 Maintenance Workers; and

WHEREAS, staff has re-evaluated the long-term needs of the Department and has determined that the Department has a need for additional managerial oversight and a reduced need for front-line supervision; and

WHEREAS, staff recommends replacing the Utilities Services Supervisor and General Services Supervisor positions with one Operations Manager – Utilities and one Operations Manager– General Services to manage and administer Public Works staff, programs, and activities; and

WHEREAS, staff recommends approval of the deletion of a Utilities Services Supervisor position and a General Services Supervisor position and the addition of one Operations Manager – Utilities and one Operations Manager– General Service at the existing salary range of 94M (\$8,070 - \$9,809 monthly) in the Management Unit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the deletion of one Utilities Services Supervisor position and one General Services Supervisor position and the addition of one Public Works Operations Manager – Utilities position and one Public Works Operations Manager General Services position with job descriptions as provided for in Exhibit A, which are attached hereto and incorporated by this reference;

BE IT FURTHER RESOLVED that the Public Works Operations Manager – Utilities and Public Works Operations Manager – General Services are established at the salary range listed above; and

BE IT FURTHER RESOLVED that the positions allocated in the FY 2017-18 budget are changed from a 1.0 FTE General Services Supervisor and a 1.0 FTE Utilities Services Supervisor to a 1.0 FTE Public Works Operations Manager – General Services and a 1.0 FTE Public Works Operations Manager – Utilities.

DULY AND REGULARLY ADOPTED this 13th day of February, 2018.

CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne M. Buergler
JoAnne M. Buergler, City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

City of Rohnert Park - December 2017

PUBLIC WORKS OPERATIONS MANAGER – GENERAL SERVICES
Range 94

DEFINITION

Plans, organizes, directs, and coordinates activities of the General Services Division within the Public Works Department. Provides managerial oversight of the operation, maintenance and improvement of the City's parks, streets, public pools, and internal service functions of public buildings and City fleet. Coordinates operations activities with other divisions and departments; participates in the planning, development and implementation of the operating and capital budgets; reviews maps and improvement plans, ensures compliance with environmental regulations and mandates; provides highly complex staff assistance to the Director of Public Works and Community Services.

DISTINGUISHING CHARACTERISTICS

This is a single position classification in the Public Works Department. This position is distinguished from the Public Works Supervising Maintenance Workers by its management responsibilities for division operations, staff and activities, whereas the latter are a first-line supervisory class in the City's Public Works Department.

SUPERVISION RECEIVED/EXERCISED

General direction is provided by the Director of Public Works and Community Services; responsibilities include the direct and indirect supervision of supervisory, technical and support services positions.

ESSENTIAL DUTIES

(These duties are a representative sample; position assignments may vary)

- Develops and implements divisional goals, objectives, policies and procedures
- Plans, organizes and directs operations, maintenance and repair activities of City facilities, parks, streets, fleet; storm water conveyance and outfall channels
- Plans projects, administers contracts, processes, and approves purchase and work requests
- Responds to citizen questions, service requests and complaints
- Directs, oversees and participates in the development of the Public Works Department work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures
- Assists in preparing and implementing the Public Works Department budget; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department

City of Rohnert Park
Operations Manager – Public Works
Page 2 of 4

- Implements and updates departmental occupational health and safety programs; monitors program effectiveness and makes adjustments as required
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Develops and implements emergency response programs for Public Works staff
- Interprets and provides direction on new regulatory requirements and their impact on operations; ensures that any required operational changes are communicated to technical staff and higher-level management
- Prepares a variety of professional reports, correspondence and related documentation on division operations; ensures all mandated reports are properly completed and filed in a timely manner
- Prepares specifications and makes recommendations for new equipment and supplies; recommends the purchase of new equipment and supplies as necessary; prepares and manages contracts
- Coordinates with outside agencies related to the installation, repair, maintenance and operation of public works infrastructure; reviews and resolves operational issues
- Serves as a member of the department's leadership team and participates in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals and budgets
- Builds and maintains positive working relationships with co-workers, other City employees and the public
- Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary
- Performs related duties as assigned.

QUALIFICATIONS

Education

- A high school diploma or GED or equivalent is required.
- A Bachelor's degree from an accredited college or university with major work in environmental sciences, public administration, business administration, or related field is highly desirable.

Experience

- Five or more years of increasingly responsible public works general services experience, including two or more years of supervising staff and projects is required.

License/Certificate

(Licenses and certifications must be kept current during employment with the City)
The following licenses and certificates are required by the date of appointment:

- Class C California driver's license

City of Rohnert Park
Operations Manager – Public Works
Page 3 of 4

- California Grade II Water Treatment Plant Operator Certificate (T2) issued by the California Department of Public Health
- Grade II Water Distribution Operator Certificate issued by the State of California Department of Public Health
- Pesticide Applicator license within six months of appointment

The following certifications are desirable:

- Grade III Water Distribution Operator Certificate issued by the State of California Department of Public Health
- California Grade III Water Treatment Plant Operator Certificate (T3) issued by the California Department of Public Health
- Certified Playground Inspector

Knowledge of

- Principles and practices associated with the maintenance and operation of water treatment and distribution, sewer collection, storm water conveyance, street pavement, signs and striping, fleet equipment, parks and building systems
- Advanced principles and practices of project management and contract administration
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal rules, regulations and laws
- Modern office procedures and computer equipment including the use of a comprehensive asset management system, customer request management system and work order system
- Principles and practices of organizational analysis and management
- Budgeting procedures and techniques
- Methods and techniques of developing and implementing a comprehensive emergency response program
- Occupational health and safety regulations and practices
- Methods and techniques of analyzing and interpreting data and statistics
- Principles and practices of supervision, training and personnel management

Skill and Ability to:

- Organize and direct activities associated with the operation, maintenance, installation and repair of public works infrastructure
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Gain cooperation through discussion and persuasion
- Interpret and apply City and department policies, procedures, rules and regulations
- Prepare and administer division budget including related elements of capital improvement plan budget

City of Rohnert Park
Operations Manager – Public Works
Page 4 of 4

- Ensure division compliance with operational and mandated regulatory requirements
- Interpret and understand construction plans and basic engineering principles as they relate to areas of operations
- Interpret, prepare, amend and manage contracts related to areas of operation
- Manage a variety of projects related to the operations, maintenance, installation and repair of public works infrastructure
- Read and interpret financial reports in the monitoring of expenses, revenue and budget
- Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community
- Effectively present information to senior management, public groups, and/or City Council
- Prepare and present clear and concise technical and administrative reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

FLSA Status: Exempt

Employee Unit: Management

Approved By:

Date Approved:

City of Rohnert Park - December 2017 **DRAFT**

PUBLIC WORKS OPERATIONS MANAGER – UTILITIES
Range 94

DEFINITION

Plans, organizes, directs, and coordinates activities of the Utilities Division within the Public Works Department. Provides managerial oversight of the operation, maintenance and improvement the City's utility systems including potable water production and distribution, storm water collection and outfall, wastewater collection, pumping and outfall, and recycled water distribution and service connections. Designated as the City's Chief Plant Operator with the California Department of Public Health. Coordinates operations activities with other divisions and departments; participates in the planning, development and implementation of the operating and capital budgets; reviews maps and improvement plans, ensures compliance with utility system and environmental regulations and mandates; provides highly complex staff assistance to the Director of Public Works and Community Services.

DISTINGUISHING CHARACTERISTICS

This is a single position classification in the Public Works Department. This position is distinguished from the Public Works Supervising Maintenance Workers by its management responsibilities for division operations, staff and activities, whereas the latter are a first-line supervisory class in the City's Public Works Department.

SUPERVISION RECEIVED/EXERCISED

General direction is provided by the Director of Public Works and Community Services; responsibilities include the direct and indirect supervision of supervisory, technical and support services positions.

ESSENTIAL DUTIES

(These duties are a representative sample; position assignments may vary)

- Develops and implements divisional goals, objectives, policies and procedures
- Plans, organizes and directs operations, maintenance and repair activities involving water production, distribution and storage systems; sewer collection and pumping facilities; storm water conveyance and outfall channels; and recycled water distribution systems and service connections
- Implements and administers the City's backflow and cross connection control program
- Plans projects, administers contracts, processes, and approves purchase and work requests
- Responds to citizen questions, service requests and complaints
- Directs, oversees and participates in the development of the Public Works Department work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures

City of Rohnert Park
Operations Manager – Public Works
Page 2 of 4

- Assists in preparing and implementing the Public Works Department budget; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department
- Plans, organizes, and directs the varied public works maintenance functions and projects
- Implements and updates departmental occupational health and safety programs; monitors program effectiveness and makes adjustments as required
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Develops and implements emergency response programs
- Interprets and provides direction on new regulatory requirements and their impact on operations; ensures that any required operational changes are communicated to technical staff and higher-level management
- Prepares a variety of professional reports, correspondence and related documentation on division operations; ensures all mandated reports are properly completed and filed in a timely manner
- Prepares specifications and makes recommendations for new equipment and supplies; recommends the purchase of new equipment and supplies as necessary; prepares and manages contracts
- Coordinates with outside agencies related to the installation, repair, maintenance and operation of public works infrastructure; reviews and resolves operational issues
- Serves as a member of the department's leadership team and participates in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals and budgets
- Builds and maintains positive working relationships with co-workers, other City employees and the public
- Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary
- Performs related duties as assigned.

QUALIFICATIONS

Education

- A high school diploma or GED or equivalent is required.
- A Bachelor's degree from an accredited college or university with major work in environmental sciences, public administration, business administration, or related field is highly desirable.

City of Rohnert Park
Operations Manager – Public Works
Page 3 of 4

Experience

- Five or more years of increasingly responsible public works/utilities experience, including two or more years of supervising staff and projects is required.

License/Certificate

(Licenses and certifications must be kept current during employment with the City)

Possession of the following licenses and certificates are required upon appointment:

- California Grade III Water Treatment Plant Operator Certificate (T3) issued by the California Department of Public Health
- California Grade IV Water Distribution Operator Certificate (D4) issued by the California Department of Public Health

Possession of the following licenses and certificates are highly desirable:

- CWEA Collection System Maintenance Worker Grade II
- American Water Works Association Cross Connection Control Specialist
- American Water Works Association Backflow Prevention Assembly Tester

Knowledge of:

- Principles and practices associated with the maintenance and operation of water treatment and distribution, sewer collection, storm water conveyance, street pavement, signs and striping, fleet equipment, parks and building systems
- Advanced principles and practices of project management and contract administration
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal rules, regulations and laws
- Modern office procedures and computer equipment including the use of a comprehensive asset management system, customer request management system and work order system
- SCADA system computers, radios, and PLC's and respective software
- Principles and practices of organizational analysis and management
- Budgeting procedures and techniques
- Methods and techniques of developing and implementing a comprehensive emergency response program
- Occupational health and safety regulations and practices
- Methods and techniques of analyzing and interpreting data and statistics
- Principles and practices of supervision, training and personnel management

Skill and Ability to:

- Organize and direct activities associated with the operation, maintenance, installation and repair of public works infrastructure
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

City of Rohnert Park
Operations Manager – Public Works
Page 4 of 4

- Gain cooperation through discussion and persuasion
- Interpret and apply City and department policies, procedures, rules and regulations
- Prepare and administer division budget including related elements of capital improvement plan budget
- Ensure division compliance with operational and mandated regulatory requirements
- Interpret and understand construction plans and basic engineering principles as they relate to areas of operations
- Interpret, prepare, amend and manage contracts related to areas of operation
- Manage a variety of projects related to the operations, maintenance, installation and repair of public works infrastructure
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