OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs a variety of supervisory, administrative and technical tasks directing and performing activities for construction, maintenance, operation, repair and/or replacement of the City's infrastructure. The work is performed under the general direction and reports to the Commissioner. Supervision over daily operations and personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reports directly to the Department Head or designee to carry out directives on planned projects, goals, policies and procedures;
- Acts as an integral part of the Department management team that communicates all Department needs, ideas and strategies on a daily basis;
- Supervises department personnel with the management of daily operations ;
- Prepares and reviews a variety of reports and records involving personnel, budget, maintenance orders, payroll time records, leave requests, material and labor bills and other specialized records;
- Responds to emergency calls, assesses situations to determine and create a work plan, and when necessary, activate and organize an emergency contractor, communicate with Mayor, Commissioner and/or Department Head directly keeping abreast as to status of all emergency situations;
- Evaluates and implements corrective actions as necessary to ensure conduct and performance of blue collar personnel conform to all City and Department rules, regulations and policies;
- Completes evaluations of blue collar personnel in accordance with Department policies;
- Reviews and determines disciplinary recommendations of subordinate personnel while communicating and maintaining a positive professional relationship with all employees on any issue that may occur;
- Responds to Department legal issues while working with the City of Albany Law Department, such as; attends depositions and contested unemployment hearings, prepare case reports and FOIL requests;
- Acts as the administrative contact for the Department's CDL drug and alcohol testing program;
- Contributes as an administrative representative of the Department in negotiations for blue collar union contract;
- Acts as administrator for access control software, Department Identification software, time and attendance and time accrual software;
- Participates in interviews for potential new hires and promotional positions;
- Responsible for training and implementation of all Department and OSHA safety regulations; Attends schools, conferences and other meetings to keep abreast of current trends in the field;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of construction, maintenance and operations in infrastructures;
- Comprehensive knowledge of personal computers and office equipment;
- Comprehensive knowledge of software applications relating to facilities and personnel management;
- Ability to supervise and coordinate the work of others;
- Ability to understand and follow complex oral and written directions;
- Ability to prepare a variety of reports;
- Good judgment;
- Reliability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time, paid experience in the operation, maintenance and management of a municipal utility with five (5) years of which shall have included supervision.

SPECIAL NOTE:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 04/16/1980
09/17/1980
09/2001
03/29/2006
01/05/2015
10/29/2024