

<b>Job Class Code: 2680</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 manage the operations of the Operations Division of the Department of Public Works. The class is responsible for staff supervision, training, coordinating and directing the operations of street maintenance, street cleaning, and traffic operations groups, and for planning, budget, policy and procedures, and reporting. The class plans, organizes and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises field operations and administrative staff, including selecting, training, assigning and evaluating work, counseling, disciplining, and terminating.
- Plans, coordinates and directs the street maintenance, street cleaning and traffic operations functions on a daily basis; develops emergency plans and trains personnel on same.
- Prepares annual budget requirements for the Division; oversees, reviews, and approves expenditures; prepares financial forms and reports.
- Develops and implements policy and procedures, performance measures, and standards for area of responsibility; ensures compliance with same by staff.
- Implements new programs to manage resources; reports program status to Director and City Manager.
- Establishes and implements long range plans and programs for area of responsibility.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff, committee, and other professional meetings to exchange information.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking, and engineering, administrative, or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or deductive geometry, plane and solid, and rectangular coordinates.
<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, engineering, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, or other professional groups.

<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<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; assists in developing 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 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 Commonwealth of Virginia Professional Engineer license. Requires a valid driver's license and a driving record that is in compliance with the City's driving standards.
<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.*