



## City of Irving Job Description

### Streets Field Operations Manager

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Traffic & Transportation
<b>Job Code:</b>	T061	<b>Reports To (Job Title):</b>	Transportation Director

---

#### PURPOSE

Provide support to the Traffic & Transportation Department in all areas of the development and implementation of the Street Division Work Plan; assume direct responsibility for assigning work activities, projects and programs; monitor Street Division budget, contracts, materials & equipment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Assist and participate in the development of the Street Division budget, which includes forecasting funding needs for equipment and materials.
- Assist Director with Engineering projects and funding.
- Oversee and participate in the development of Division work plan.
- Assign work activities, projects and programs.
- Monitor work flow, implement policies and procedures.
- Provide direct supervision.
- Serve as the Safety Officer.
- Assist in preparation and implementation of division budget.
- Manage the time, material and equipment used in maintenance activities.
- Set goals and standards for the maintenance and construction work and keeps track of productivity.
- Coordinate activities with other City departments, divisions, and outside agencies.
- Manage the time, material, and equipment used in maintenance activities.
- Investigate and respond to complaints and questions concerning street repairs.
- Prepare employee evaluations and attendance records.
- File reports on all personnel and equipment accidents.
- Oversee contractor negotiations and performance.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Oversee emergency operations, catalyzed by inclement weather, the Police and/or Fire Departments, and perform related activities such as drafting trouble reports.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 61 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

- Management of Street Division Budget, Equipment and Materials.
- City issued P-Card to purchase supplies and materials.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree from accredited four year college or university in relevant field of study.

### **EXPERIENCE**

- Minimum of five years of experience providing knowledge of asphalt, concrete construction, blue prints, heavy equipment, and the organization of work crews.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Commercial Driver's License Class A, or the ability to obtain one, is required.
- Confined Space Training
- Excavation Training
- Smith Driving School or equivalent
- Earth Moving Training
- Forklift Training
- Roadway Worker Protection Certification

### **KNOWLEDGE OF**

- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Building and Construction: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Regulations: Federal, state, and municipal restrictions, laws and ordinances.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Industry Software: Electronic work order system and GIS database.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Materials Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Interacts with other departments, citizens, businesses, vendors and contractors.

## **EQUIPMENT AND PROPERTY**

Truck / Computer / Blackberry

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. Frequently, s/he is required to drive a vehicle, push, pull, stand, stoop, talk, and/or walk. S/he occasionally is required to balance, carry, climb, kneel, and/or lift up to 50 pounds. Additionally, the employee rarely is required to crawl and/or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to extreme temperatures or weather conditions, moving mechanical parts, and/or noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.