

City of Oregon City

Position Description

Position: Assistant Public Works Director - Operations	Management
Department/Site: Public Works	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 150

Classification Summary

The Assistant Public Works Director – Operations serves as an operations executive and deputy department director with broad responsibility for the City's public works operations, maintenance programs, asset management program, fleet operations, and service delivery functions. Working in close coordination with the Public Works Director, the position plans, organizes, directs, and evaluates the work of supervisory, technical, maintenance, and administrative staff supporting the Operations Division and oversees the maintenance, operation, rehabilitation, and replacement of the City's transportation, water, wastewater, stormwater, fleet, and related infrastructure assets.

The Assistant Public Works Director – Operations provides professional and operational leadership regarding infrastructure operations, asset management, capital investment priorities, regulatory compliance, emergency preparedness, and service delivery. The position participates in the development and oversight of departmental operating and capital budgets and ensures responsible stewardship of public funds, equipment, and infrastructure assets.

The Assistant Public Works Director – Operations represents the City in interactions with elected officials, other agencies, contractors, consultants, and the public, and provides leadership during emergency response and recovery efforts. The position requires a high level of managerial judgment, operational expertise, and accountability in balancing service delivery, infrastructure preservation, workforce development, regulatory requirements, and fiscal sustainability.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Participate in and support the development, implementation, and evaluation of the mission, vision, goals, and objectives of the City, Public Works Department, Operations Division, and individual work groups; recommend modifications to programs, policies, and procedures as appropriate.
- Oversee the operation, maintenance, repair, rehabilitation, and replacement of the City's transportation, water, wastewater, stormwater, fleet, and related public infrastructure assets; ensure services are delivered safely, efficiently, and in accordance with established service levels.
- Develop and oversee short- and long-range plans for infrastructure maintenance, rehabilitation, replacement, asset preservation, fleet replacement, and operational service delivery; ensure operational priorities are incorporated into capital improvement planning and long-range financial strategies.
- Provide highly complex and responsible operational support to the Public Works Director; perform and oversee work requiring advanced professional judgment related to infrastructure operations, asset management, regulatory compliance, emergency preparedness, and service delivery.

- Ensure responsibilities and accountability within the Operations Division are clearly defined; oversee staffing, work assignments, employee development, succession planning, performance management, and administration of personnel policies and practices.
- Oversee the development, administration, and monitoring of the Operations Division operating and capital budgets; forecast staffing, equipment, fleet, and service needs; approve expenditures; and recommend budget adjustments as necessary.
- Direct and oversee the City's asset management and fleet management programs, including lifecycle planning, condition assessments, maintenance strategies, performance measures, replacement planning, resource allocation, and operational readiness.
- Ensure compliance with applicable federal, state, and local laws, regulations, permits, and industry standards governing public works operations, utility systems, environmental programs, workplace safety, and infrastructure maintenance activities; administer the City's stormwater and related regulatory compliance programs.
- Identify the need for consultants, contractors, and specialized technical services; oversee procurement processes and administer contracts, professional service agreements, and intergovernmental agreements.
- Coordinate with the Engineering Division regarding capital project planning, design, and construction to ensure operational considerations, asset management objectives, and long-term maintenance requirements are incorporated into project delivery.
- Establish and maintain effective relationships with employees, elected officials, regulatory agencies, contractors, consultants, and the public; represent the City regarding public works operations, infrastructure needs, service levels, and capital improvement programs.
- Participate in emergency preparedness, response, recovery, and continuity of operations activities; serve in a leadership role during emergencies and coordinate operational response efforts involving public infrastructure, utilities, transportation systems, and fleet resources.
- Perform other duties assigned that support the overall mission and objectives of the position.

Minimum Qualifications

Knowledge

This position requires specialized knowledge of:

- Principles, practices, and methods of public works administration, utility operations, infrastructure maintenance, asset management, fleet management, capital planning, and program development and administration.
- Modern theories, principles, and methods of municipal organization, management, leadership, and service delivery, including coordination across departments and external agencies.
- Applicable federal, state, and local laws, regulations, codes, ordinances, permits, and industry standards governing public works operations, utility systems, environmental compliance, fleet operations, workplace safety, and infrastructure maintenance.
- Principles and practices of asset management and fleet management, including lifecycle planning, condition assessment, maintenance strategies, risk management, performance measurement, replacement planning, and operational readiness.
- Principles and practices of budget development, financial management, capital improvement planning, contract administration, consultant management, procurement, and intergovernmental coordination.

- Issues, trends, and constraints affecting public works operations, infrastructure preservation, utility management, workforce development, environmental stewardship, and service delivery.
- Principles and practices of emergency preparedness, incident management, continuity of operations, and public works emergency response and recovery.
- Research, data collection, analytical methods, and technology systems used to evaluate operational, technical, financial, and policy issues, including CMMS, EAM, GIS, operational databases, and related software applications.

Skills & Abilities to

This position requires the ability to carry out, but is not limited to, the following functions:

- Plan, direct, and integrate complex public works operations and maintenance functions, including transportation, water, wastewater, stormwater, fleet, asset management, regulatory compliance, and associated fiscal management activities.
- Direct, administer, and monitor strategic plans, operational programs, service delivery objectives, operating budgets, capital rehabilitation programs, and capital improvement program priorities.
- Develop, implement, and evaluate asset management, infrastructure preservation, and fleet replacement strategies that support long-term operational sustainability and service level objectives.
- Conduct and evaluate complex operational, technical, financial, and organizational analyses; develop practical solutions; and assess the impacts of legislation, regulations, policies, and programs on public works operations and service delivery.
- Interpret, explain, and apply applicable federal, state, and local laws, regulations, permits, codes, ordinances, policies, and industry standards governing public works operations and infrastructure systems.
- Assemble, analyze, and present complex operational, infrastructure, asset management, and financial information clearly and effectively to technical and non-technical audiences.
- Communicate effectively both orally and in writing, including preparation of clear, concise, and persuasive reports, correspondence, staff reports, policies, procedures, presentations, and recommendations.
- Provide effective leadership, organizational development, performance management, problem solving, and employee development in addressing public infrastructure and operational service needs.
- Establish and maintain effective working relationships with City staff, elected officials, public agencies, consultants, contractors, regulatory agencies, community organizations, and the public; exercise sound judgment, tact, diplomacy, and professionalism in sensitive or high-profile situations.
- Facilitate discussions, build consensus, resolve conflicts, conduct negotiations, and effectively represent the City before public bodies and community groups.
- Lead and coordinate emergency preparedness, response, recovery, and continuity of operations activities and work as a contributing member of the department leadership team.
- Effectively provide communication, leadership, negotiation, facilitation, conflict resolution, and public engagement techniques necessary to work with employees, elected officials, regulatory agencies, community stakeholders, and the public.

- Advanced written and verbal communication skills, including the ability to prepare clear, concise, and persuasive reports, correspondence, policies, staff reports, presentations, and technical documents for both technical and non-technical audiences.

Education, Training, and Experience

A typical way to obtain the required knowledge and abilities would be to obtain a bachelor's degree in Public Administration, Construction Management, Business Administration, Engineering, Public Works Management, or a related field, and six years of progressively responsible experience in public works operations, utility operations, infrastructure maintenance, asset management, fleet management, construction management, or a related field, including at least three years of supervisory or management responsibility.

Any combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to successfully perform the essential duties of the position may be considered.

Other Requirements

Valid driver's license and ability to meet the City's driving standards.

- Pass a criminal background check.
- Ability to participate in emergency preparedness, response, recovery, and continuity of operations activities, including responding to public works emergencies during evenings, weekends, holidays, and other non-standard work hours as necessary.
- Ability to work occasional evenings or extended hours to attend public meetings, project reviews, community engagement sessions, training events, and emergency response activities.
- Ability to travel to City facilities, infrastructure sites, project locations, and regional meetings as required.
- Ability to work in field environments, including public works facilities, utility sites, maintenance yards, construction areas, and other operational environments.
- Ability to perform the essential duties of the position with or without reasonable accommodation.

Working Conditions/Physical and Mental Demands

The position works primarily in an office environment but frequently visits public works facilities, utility sites, maintenance yards, construction areas, and other operational locations. Site visits may involve exposure to outdoor weather conditions, traffic, noise, uneven terrain, moving equipment, construction hazards, confined operational spaces, and other environmental conditions associated with public works activities. The position may require walking, climbing, standing, bending, and occasional lifting of objects up to 25–50 pounds.

The role involves managing multiple complex operational programs, infrastructure systems, regulatory requirements, emergency situations, and organizational priorities simultaneously. The position requires the ability to analyze operational, financial, and organizational information; exercise sound judgment; develop practical solutions; and make timely decisions that affect public services, infrastructure assets, employee safety, and regulatory compliance.