

TITLE: CHIEF OF OPERATIONS

CODE: 36876

GENERAL DESCRIPTION:

This is very responsible utility operations management work involving the direction of pipeline systems and fleet maintenance and repair operations.

Work involves responsibility for Function safety and productivity. Duties include oversight of operations and project completion, the coordination of division operations and the performance of special assignments. This position also has the responsibility for making very difficult utility operations management decisions. This work requires that the employee have thorough knowledge, skill and ability in pipeline systems and fleet maintenance and repair.

SUPERVISION RECEIVED:

Works under the direction of the Director of Operations.

EXAMPLES OF DUTIES:

Assists in planning and directing the goals, objectives and operations of a large District Function in pipeline systems and fleet maintenance and repair. Directs day-to-day Function operations and recommends corrections. Supervises subordinate managerial and staff employees.

Gathers and analyzes information on Function effectiveness and efficiency and recommends operating policies and procedures. Prepares reports. Reviews forms and reports from subordinate Function divisions. Drafts equipment specifications for bid or requisition.

Assists in developing operating and capital budgets and budget recommendations. Assists in reviewing division expenditures and recommends approval of expenditures and fund transfers.

Supplements employee counseling and administers union contract language, oral and written warnings and recommendations for higher level discipline. Interviews job candidates and recommends appointments. Reviews employee performance evaluations and reclassification requests. Assures safe work practices.

Assists in coordinating District goals, objectives and activities. Assists in coordinating Function activities with government agencies, contractors, and interest groups. Assists in coordinating operations within the Function and between Functions.

Performs special administrative and operations assignments, as directed.

Oversees and directs operations in emergency situations

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Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of pipeline systems and fleet maintenance and repair principles and practices.

Good knowledge of public administration principles and practices as applied to District Function operations.

Considerable ability to communicate orally and in writing and to coordinate highly varied and complex operational and administrative activities and to lead others in the Function in day-to-day operations.

Good ability to administer operational policies and procedures at the Function level involving goals, objectives, planning, financial management, decision-making, and report development and writing.

Good ability to monitor the work of District Function activities and to provide routine supervision of all work groups in a Function.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, and customers.

QUALIFICATIONS:

A high school diploma or the equivalent plus fourteen years of progressively responsible pipeline systems maintenance and repair experience including at least two years at the level of Superintendent or higher, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.