

GENERAL MANAGER OF OPERATIONS

Code No.: 6-07-009

Class depends on Jurisdiction

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the formulation, implementation, and maintenance of operating policies, programs, systems and budgets for a Village's Department of Public Works including water, sewer and electric. The position requires contact with employees, officials, customers, suppliers and professional consultants. The employee reports directly to the Village Board, as appropriate. General supervision with the authority to hire and fire is exercised over all public works, general maintenance, electric and water employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Formulates and presents short and long term goals with supporting data to the Village Board;

Develops and maintains a sound management structure by participating in the development, evaluation and execution of established goals and plans;

Prepares budget request for the electric and water department and submits in final form;

Prepares and submits preliminary budget request to the Village Treasurer for areas of responsibility in the Village government;

Initiates, evaluates and submits major expense items and policy revision recommendations concerning the electric and water departments to the Village Board for consideration and approval;

Evaluates the effectiveness and cost of services, procedures, and operating programs;

Reviews existing and proposed capital projects and reports to the Village Board;

Conducts studies to determine long-range operations, expansion, and maintenance requirements;

Negotiates contracts with consultants and subcontractors as necessary, and supervises contractual services utilized.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of public administration; good knowledge of the needs and goals of the municipality in relation to public works, electric and water supply; good knowledge of the transmission and distribution systems for electric and water including maintenance, operation, and construction; good knowledge of modern methods of construction and maintenance of public works; good knowledge of budget preparation; good oral and written communication skills; ability to formulate and present short and long term goals; ability to formulate and present budgets; ability to conduct and evaluate research studies; ability to establish good working relationships with others; ability to deal with the public; ability to supervise; integrity; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS five (5) years of full-time or its part-time equivalent experience in ALL of the following:

The installation, maintenance and repair of water, sewer, and electric components, one (1) year of which shall have been in a supervisory capacity.

NOTE: Supervision of the performance of the above required duties will be accepted as qualifying experience.

Where the minimum educational requirement is not fully met, additional work experience as defined may be substituted on a year-for-year basis for up to a minimum of two (2) years. There is no substitute for the required supervisory experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 4, 1982