



JOB POSTING

Applications Accepted
Until Filled

Position:	Field Operations Manager
Department:	Public Works
Employee Category:	Full-Time
Monthly Salary:	\$7,033
Work Schedule:	Monday – Friday from 8:00AM – 5:00PM (requires some overtime)
To Apply:	Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge. Click here to apply.

JOB SUMMARY: Manages, supervises, and coordinates the activities and functions of the Public Works operation units responsible for maintaining and repairing the City's water, wastewater, drainage, roadway systems, and other activities and infrastructure assigned. Coordinates assigned activities with other divisions, departments, contractors, developers, and outside agencies. Manages expenditures from different funds. Provides highly responsible, complex administrative and technical support to the Public Works Director.

MINIMUM QUALIFICATIONS:

- A valid Texas Driver's License and an acceptable driving record.
- 10 years of increasingly responsible experience in public works maintenance, construction, and repair activities, including 5 years of supervisory experience; a Bachelor's Degree in Civil Engineering, Business Administration, Public Administration, or a similar field; or a combination of education and experience.
- Advanced knowledge of personal computers along with street, utility, and drainage operations.
- Knowledge of major types of construction, materials, and methods.
- Demonstrated ability to manage complex programs.
- Must possess a TCEQ Class C Water Distribution license, a TCEQ Class C Ground Water license, and a TCEQ Class II Wastewater Collection license or the ability to obtain required licenses within a 6 month period.

SKILLS AND EXPERIENCE:

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to select, train, motivate, and evaluate personnel; must meet with workers to correct deficiencies; implement corrective action and termination procedures.
- Thorough knowledge of functional, as well as legal ramifications of land use and development control ordinances, and state and local laws.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.