



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Operations Manager
DEPARTMENT: Public Works
DIVISION: Streets and Drainage
SUPERVISED BY: Department Director

JOB SUMMARY/OVERVIEW OF THE POSITION: The Operations Manager provides high-level management support to the Public Works Director and Assistant Director, overseeing the Streets and Stormwater divisions. This position is responsible for managing field operations, developing and maintaining preventive maintenance programs, and ensuring the proper maintenance of streets, drainage, grounds, stormwater infrastructure, and equipment. The role includes budget development, staff supervision, project management, and coordination with contractors, engineers, vendors, and the public. The Operations Manager may be called out for emergencies and scheduled to work nights, weekends, and holidays. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed. May lead the Stormwater Equipment Operator I and Technician(s).

ESSENTIAL JOB FUNCTIONS:

- Establishes divisional goals and objectives for Streets and Stormwater operations.
- Plans, directs, and oversees field operations projects, ensuring compliance with City policies, standards, and procedures.
- Supervises Streets Supervisor and Stormwater Division staff; assumes direct oversight of Streets teams when necessary.
- Approves and reviews payroll, purchase orders, and capital expenditures; manages tools, equipment, and materials procurement.
- Prepares, administers, and monitors divisional operating and capital budgets.
- Evaluates and manages external contractors performing work for the City.
- Reviews and provides feedback on development and construction plans; prepares reports as needed.
- Maintains prioritized lists of streets and drainage systems for preventive maintenance programs; ensures data flow into maintenance management systems.
- Ensures personal and crew safety in the field; monitors equipment, tools, and vehicles.
- Performs routine stormwater and grounds maintenance, including landscaping, turf care, irrigation, mowing, and application of pesticides, herbicides, and fertilizers in compliance with federal, state, and local regulations.
- Participates in planning, design, and implementation of Public Works Capital Improvement Projects and related infrastructure improvements.
- Engages in public relations activities with citizens, civic agencies, and community groups.
- Operates trucks, UTVs, and other equipment of varying size and weight.
- Inspects maintenance and rehabilitation contracts citywide to ensure compliance with specifications and regulations.

- Provides technical guidance on municipal projects and resolves project-related issues.
- Leads team meetings and participates in meetings with other departments, municipalities, and agencies; communicates information via presentations to City Council, advisory boards, or community groups.
- Attends trainings, workshops, and seminars to maintain technical knowledge and professional skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, and local stormwater, civil engineering, and infrastructure regulations.
- Knowledge of hydraulics, hydrology, stormwater modeling, watershed planning, and applicable administrative codes.
- Familiarity with Florida Department of Transportation design standards and NPDES MS4 regulations.
- Skilled in supervising staff, contractors, and consultants.
- Strong communication, problem-solving, and technical research abilities.
- Ability to prepare complex reports, analyze work methods, and apply professional engineering judgment.
- Proficient in computers, data entry, word processing, accounting software, and maintenance management systems.
- Ability to establish and maintain effective relationships with staff, public officials, contractors, and the public.

PHYSICAL SKILLS:

- Frequent sitting, standing, stretching, reaching, bending, squatting, walking, and handling objects (up to 55 lbs).
- Occasional pushing, pulling, kneeling, climbing, balancing, and medium lifting/carrying (up to 30 lbs).
- Use of hands, arms, fingers, and voice for typing, talking, and operating office equipment.
- Good eyesight and hearing (corrective devices acceptable).
- Equipment used: personal computer, telephone, copier, fax, calculator, and other small office devices.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or equivalent required; Associate degree in engineering, business, or public administration preferred.
- Minimum of six (6) years of stormwater maintenance experience.
- At least two (2) years of supervisory experience.
- Five (5) years of construction or transportation infrastructure experience, including grounds and landscaping maintenance.

Licenses/Certifications:

- Advanced MOT and Qualified Stormwater Management Erosion and Sedimentation Control Inspector (NPDES) required.
- Certified Grounds Technician (CGT) preferred.

- Must obtain MOT, CGT, Confined Spaces, and Trenching & Shoring certifications within 24 months of hire if not currently certified.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: See current pay scale