



City of Revere

JOB POSTING

JOB TITLE: Operations Manager

DEPARTMENT: Various

Location: ISD/DPW/311

Hours: Full-time, afternoons and weekends may be required.

Salary: \$75,000 - \$85,000

THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

DEFINITION

The Operations Manager works and assists every department on daily activities related to the delivery of City Services. Some of the departments include, but are not limited to 311, ISD, DPW, Parking, Collectors, Public Safety (RECC, RPD and RPD), Emergency Response and DPH amongst others. Serves as the main liaison between State and Federal agencies, utility companies, etc.

SUPERVISION

Serves under the Chief of Staff and the Mayor. This executive position involves a high level of independent and decision making. Position requires independent judgment and problem solving during a variety of situations. Responsible for ensuring that procedures are followed during all departmental activities to guarantee proper delivery of City Services.

Works closely with all department heads, vendors, union representatives and stakeholders.

Interacts with the public in general, officials from other cities and towns, officials from various divisions of government, various agencies, engineering firms, and contractors.

MAJOR DUTIES (essential job functions)

- Oversees daily operations of the various departments to reassure proper delivery of City Services.
- Works closely with 311 and constituent services to make sure services requests are properly responded to in a timely manner.
- Participate in the development and implementation of goals, objectives, policies and priorities for departments to increase the delivery of City Services.
- Keeps the Mayor and the Mayor's Office informed on key projects, issues and/or any problem areas, and recommends potential solutions to address presented issues.
- Must be able to work closely with the Data and Innovation department on the proper collection of data and reporting.
- Attends City events and meetings.
- Helps create a routine schedule for calendar year services, example: DPW expectations every change of season, buildings maintenance, etc.
- Participates in emergency and inclement weather preparedness plans.
- Perform other related duties as requested and special projects as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

- Minimum 2.5 to 5 of related public sector experience.
- Considerable knowledge of City services.
- Thorough knowledge of applicable city policies, laws and regulations affecting department activities.
- At least three (5) years of supervisory experience, preferably in a governmental or union setting.
- Must be able to pass a pre-employment drug screen test.
- Must be able to lift or move up to one hundred pounds with assistance.
- Experienced using Municipal Applications and Systems.
- Must be proficient in the use of Microsoft office products.
- Must be able to use handheld computer devices.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Operations, services, and activities of City departments.
- Collective Bargaining Agreements and general practices of supervising and working with employees that are members of a Union.
- Modern and complex principles and practices of compliance and delivery of services.
- Principles of leadership, supervision, training and performance evaluation.
- Principles and practices of asset management.

ABILITIES:

- Ability to follow oral and written instructions.
- Ability to use software on computers and mobile devices.

WORK ENVIRONMENT

Work is often performed in an office and outdoor settings. While performing the duties of this job, the employee occasionally works in outside weather conditions.

PHYSICAL REQUIREMENTS

Work requires heavy physical effort at times. Work may have to be performed under adverse conditions and at all hours of the day. On-call always and may require working for an extended period in situations such as snowstorms, severe weather, main breaks, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TRAVEL

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The listed terms, conditions and offers are not contractual bindings.

Interested candidates should apply via the City's [Online Application Portal](#).

Apply Online