

Effective Date: March 1, 1993

Last Revision Date: March 20, 1995

**TOWN OF PELHAM
OPERATIONS DEPARTMENT**

Position Title: Director of Operations

Primary Function: Responsible for planning, organization, managing and directing all activities of the Operations Department including roads, sewers, drainage, waste, water, parks and recreation facilities and cemeteries. Develops budgets, reviews construction plans and supervises the deployment of Operations Department staff.

Reporting Relationships: Reports to C.A.O./Clerk

Duties & Responsibilities:

- (1) Recommends to Council the scope and extent of functions and duties of the Operations Department and, upon approval and allocation of funds, directs the implementation of such functions.
- (2) Provides leadership, counsel and motivation to operations employees in developing and executing departmental programs.
- (3) Establishes annual goals and objectives for the Operations Department.
- (4) Administers all matters relating to the operation of roads, sewers, waste, water, parks and recreation facilities, cemeteries and sidewalks.
- (5) Administers all engineering and construction related to the preparation and implementation of Subdivision Agreements.
- (6) Administers the operation and maintenance and Operations Department buildings.
- (7) Serves as executive member of the Operations Committee and the Community Services Committee and attends Council and Committee meetings as directed by Council and C.A.O.
- (8) Prepares and submits draft Operations Department budgets to the Operations Committee (Public Works) and to the Community Services Committee and monitors approved budgets following approval by Committee and Council.
- (9) Utilizes all resources (people, financial and equipment) effectively within the operations department and provides guidance and training to Operations Department staff.
- (10) Reviews performance of Operations staff including an annual formal performance appraisal of Operations Department supervisory and clerical staff.
- (11) Contributes to the operation of the Management Committee.
- (12) Such other duties as required by the C.A.O.