

CHIEF OF OPERATIONS  
(PUBLIC WORKS/PUAG)

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the overall operations programs in the Department of Public Works and Public Utility Agency of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the programs, projects, activities, and operations of five major public works operations division, including Bus Operations, Transportation Maintenance, Highway Maintenance, Building Maintenance and Solid Waste Management.

Administers the programs, projects, activities and operations of five major public utility operations division, including Waste, Wastewater, Laboratory Service, Building and Equipment Maintenance, and Procurement and Supply.

Prepares management studies for improved and uniform centralized maintenance and logistic service agreement with other Departments and Agencies within Government of Guam.

Reviews, formulates and implements policies and procedures for the safe, efficient and effective operation of the public works operations divisions.

Directs and monitors the operations budget development and administration; recommends capital expenditures for acquisition of new equipment which would increase efficiency and services of the Operations Division.

Directs the preparation of monthly, quarterly and annual activity and other required reports.

Provides technical advice to the Director on matters within the Department and other Departments relating to operational and maintenance services and attends meetings/conferences relating to operations programs.

Reports/remains on duty during all emergencies (typhoons, flooding, earthquake, etc.) and coordinates all emergency services or requirements; directs all Operations Division Managers to expedite typhoon protection securing of Government buildings and expedites return of school students to their homes and the dispatching of buses and drivers to each Commissioner's Office to standby for emergency evacuation service.

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Chief of Operations

Maintains liaison with and coordinates operational matters among various government, public and private agencies.

Prepares correspondence and reports concerning operations' activities and related programs.

Represents the director during his absence in meetings with local government officials, public and private agencies and representatives of the federal government, union negotiations, conferences and committees.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of management and the processes of programs administration.

Knowledge of the principles and techniques of resource planning and operations control.

Ability to administer the programs and activities of public works and public utility operations.

Ability to interpret, apply and make work decisions in accordance with pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

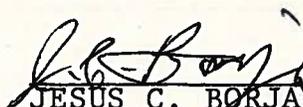
(a) Four years of progressively responsible experience in management operations and graduation from a recognized college or university with a Bachelor's degree in industrial management, public or business administration, or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980

AMENDED: May, 1983

PAY RANGE: 44

  
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JESUS C. BORJA  
Executive Director  
Civil Service Commission