



City of Tempe

OPERATIONS READINESS COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	664	<i>Department:</i>	Public Works
<i>Supervision Level:</i>	Supervisory	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	TBA
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of administrative or program management experience preferably in a public agency including one (1) year of supervisory or lead experience.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration, business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of or required to obtain within one (1) year an Occupational Safety and Health Administration (OSHA) 501-Trainer Course for General Industry certificate or the OSHA 502-Construction Outreach Trainer certificate.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To coordinate the security and operational readiness programs of the Water Utility Division and the safety and training program of the Public Works Department. Develop and maintain the Emergency Response Plan, Continuity of Operations Plan and Risk and Resiliency Assessment. Recommend, develop and track department training requirements and monitor work practices to ensure safety regulations are being observed.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop and maintain operational readiness programs, including Emergency Response Plan, Continuity of Operations Plan and Risk and Resiliency Assessment.
- Select, train, motivate, assign and oversee the work of staff; schedule and prioritize work assignments; and monitor status of work in progress.
- Recommend, develop and track training requirements for the department; provide updated reports to management.
- Ensure safety regulations and safe work practices are observed at job sites, including trenching and shoring and confined space entry procedures.
- Coordinate the Municipal Utilities' safety program; link department operations to city-wide safety programs and resources; serve as the department liaison to the Risk Management Office.
- Develop and track safety performance indicators.
- Develop, implement and monitor required safety and health programs and plans (i.e., Confined Space, Lock-Out/Tag-Out, forklift, hazard communication).
- Oversee, develop and maintain safety documentation.
- Review accident reports and recommend corrective action.
- Maintain knowledge of current and emerging safety practices and emergency response and readiness programs.
- Conduct and coordinate training drills and exercises for the Emergency Response Plan, Continuity of Operations Plan and Risk and Resiliency Assessment, etc.
- Develop processes that ensure availability of emergency response resources.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective December 2024</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Operations Readiness Coordinator

Job Code: 664

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			x	
Stationary / Stand			x	
Move / Traverse		x		
Machinery*		x		
Electrical*	x			
Power Tools*	x			
Hand Tools*	x			
Personal Protective Equipment*		x		
Respirator*	x			
Airborne Chemical Exposure	x			
Airborne Biological Exposure	x			
Computer Software				x
Physically handling of chemicals	x			
Indoors			x	
Outdoors		x		
Around, in or on water		x		
Extreme Heat		x		
Extreme Cold		x		
Office Setting			x	
Confined Spaces		x		
Excessive Noise**		x		
Heights		x		
Sewage Exposure		x		
Bodily Fluid or bloodborne pathogen exposure		x		
Bend / Stoop / Twist		x		
Crouch / Squat		x		
Kneel / Crawl		x		
Above Shoulder Level		x		
Below Shoulder Level		x		
Repetitive Arm Use				x
Repetitive Wrist Use				x
Repetitive Hand Use				x
Climb Stairs / Ladders		x		
Neck Range of Motion			x	
Traverse Uneven Surface		x		
Traverse Even Surface		x		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	x	
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	x	
Distance (clear vision at 20 feet or more)	x	
Color (ability to identify and distinguish colors)	x	
Depth Perception (three-dimensional vision, ability to judge distances and	x	
Peripheral (ability to observe an area that can be seen up and down or to the	x	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	x	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	x	x	26-50lbs	x	x
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**