



Hamilton
Bermuda at its *best*



Operations Manager

Under the direction of the Chief Operating Officer/ City Engineer, a challenging and rewarding career opportunity for an **Operations Manager** exists within the Corporation of Hamilton. This role will ensure the daily and effective supervision of the Sanitation and Engineering functions assisting to provide a safe, clean and tidy environment for the businesses, resident and general public who utilize the City.

Responsibilities:

- Management of the daily operations of the Sanitation and Engineering Departments
- Administration of the work schedule, timesheets, performance appraisals along with probationary and discipline reports
- Maintain accurate records on Operational activities within the departments
- Issuance and management of external project contractors
- Maintain the premises owned by the Corporation of Hamilton, primarily identifying and resolving issues by providing general maintenance such as carpentry, electrical, painting and other services accordingly
- Maintain and improve all sidewalks, roads and storm water drains systems
- Oversee all signage, road marking, traffic lights, streetlights and car park equipment inclusive of payment systems
- Operation and maintenance of all pumps, valves and sewage systems throughout the City inclusive of CCTV monitoring
- Ensure the vehicle fleets and equipment are always operational inclusive of overseeing the Vehicle Fleet Management System
- Ensure staff comply with the Health and Safety policies, procedures and regulations
- Ensure staff are trained on the proper usage of tools, equipment and steps in case of an emergency or accident
- The Operations Manager is an on-call role for 24 hours

Knowledge, Skills and Experience:

- Must possess good communications, inter-personal, decision making, problem solving, and motivational skills
- Must possess literate computer skills
- Degree in Construction, Project Management or Supervisory Management is preferred
- A minimum of 15 years' experience in a construction related field
- A minimum of 5 years' experience in Construction Management/ Project Management experience within a Unionized environment preferred

If interested in applying or to view the complete job description, please visit www.cityofhamilton.bm and click the Employees tab under the About link on the home page.

Closing date: June 11, 2021

For any questions or comments please email careers@cityhall.bm
Disclaimer: No personal information will be shared with any third party

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Equal Opportunity Employer

Have ideas on how we can improve our city?
Visit www.cityofhamilton.bm – we'd love to hear them!



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