

Job Summary: City of East Bernard Operations Manager

The City of East Bernard is seeking a dedicated and hands-on **City Operations Manager** to lead a small team responsible for road repairs, swimming pool maintenance, city park upkeep and other responsibilities as needed. This role involves both supervising employees and working side by side with them to ensure city facilities and infrastructure are maintained to a high standard. The City Operations Manager will report directly to the City Secretary and provide regular updates at city council meetings.

We're looking for a leader with a strong work ethic, excellent communication skills, and a commitment to serving the community. If you have experience in public works, enjoy working outdoors, and are ready to take on a dynamic role, we encourage you to apply!

Position Highlights:

- Supervise and work alongside a small team.
- Perform hands-on tasks such as repairs, landscaping, and maintenance.
- Report directly to the City Secretary and present updates at city council meetings.

Qualifications:

- Supervision experience.
- Maintenance or public works experience preferred.
- Strong leadership and organizational skills.
- Valid driver's license required.

Apply by: Providing a resume to citysecretary@eastbernardtx.com