



Kelly Parker – Mayor
Daniel Winters – Ward 1, Seat 1
Connor Martin – Ward 1, Seat 2
Christopher Eckhardt – Ward 2, Seat 1
Brandon Sherman – Ward 2, Seat 2

OKLAHOMA

Bo Hannaford – Ward 3, Seat 1
Mary Hamilton – Ward 3, Seat 2
Brian Wallis – Ward 4, Seat 1
Randy Stelling – Ward 4, Seat 2
Joe Don Dunham – City Business Manager

WHERE CHARM AND ADVENTURE MEET

Job Description

Job Title: Director of Public Works

Department: Public Works

Reports to: City Business Manager

FLSA Status: Exempt, Full-Time

Salary Range: \$46,547.12 – \$64,432.09

Salary Grade: 12

Hours: 40 hours per week

Prepared Date: February 4, 2020

Job Summary

Responsible for planning, directing, managing and overseeing the activities, projects and operations of the Public Works Department including street maintenance and construction, central maintenance, solid waste services and airport maintenance; responsible for coordinating assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager's office.

Essential Functions

- Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, engineering, traffic control, building maintenance, airport maintenance, cemetery maintenance, levee maintenance and solid waste services; recommend and administer policies and procedures.
- Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as one of the City's resource for technical engineering expertise.
- Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
- Develop and evaluate programs and policies for implementation of departmental and City needs and goals.
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Represent the Public Works Department to the general public, coordinate / facilitate Public Works activities with public service needs.
- Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform other duties as assigned.

Educational/Experience Requirements

Minimum 5 years of experience in engineering, construction or business is preferred. Must have the ability to read, write and speak the English language.

Certificates, Licenses, Registrations

Must have the possession of, or ability to obtain, an appropriate state driver's license.

Knowledge, Skills and Abilities

- Operational characteristics, services and activities of a comprehensive public works program.
- Management skills to analyze programs, policies and operational needs.
- Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- Principles and procedures of facility maintenance.
- Principles and practices of program management, development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluations.
- Current Human Relation and employee labor law issues.
- Pertinent Federal, State and local laws, codes and regulations.
- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Public Works Department
- Determine the feasibility of various municipal projects.
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- Identify and respond to community issues, concerns and needs.
- Develop and administer goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.

Physical/Mental Requirements

- Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

Environmental Conditions and Safety Concerns

Office/field environment; may work in inclement weather conditions.