

**PUBLIC WORKS DIRECTOR  
(Exempt)**

**JOB SUMMARY:** Under executive direction, the Public Works Director serves as the principal administrator of the Public Works Department; plans, organizes, directs and reviews all the activities of field operations; interfaces with City officials, department managers, City Council, and others; provides professional and technical staff assistance; manages and supervises staff; serves as a member of the City's Executive Team.

This position will organize, direct, schedule and coordinate the activities of Public Works field operations (including streets, general maintenance, drainage, water, wastewater collection, wastewater treatment, parks and grounds, maintenance facility, city facilities, and vehicle maintenance). This work includes determining major departmental policies, planning long-term programs, and making difficult administrative and professional decisions.

The incumbent performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems. The Public Works Director operates from general directives or broadly defined missions as they relate to the Department's goals and objectives; creates and implements policies governing the department's function and assists in policy decisions that may have citywide impact.

This is a full-time position working Monday through Friday, 7:00am to 4:00pm, at the Public Works Maintenance Facility. This position reports to the Assistant City Manager.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Plan, assign, direct, and exercise general supervision over field supervisors and other personnel engaged in a wide variety of public services, construction, maintenance, and operating functions
- Conduct broad organizational analysis and prepare reports on a range of municipal policies, procedures and services
- Serve as a member of the City senior management team
- Actively participate in the development of strategies to achieve stated goals
- Participate in and contribute to the preparation and administration of the annual City budget
- Act as liaison to various community groups and handle special projects as assigned
- Draft correspondence, reports, public notices, legislation and other documents
- Prepare and present reports to the City Council, the City Manager, and other organizations and committees as assigned
- Implement the City Manager's directives and initiatives and assist in resolving problems and conflicts within City government
- Manage inter-departmental teams and special projects
- Serve as a member of the Emergency Management Team; assist in emergency operations as required
- Interpret policy and provide staff direction related to the City vision, mission, goals, policies and procedures
- Assist the City Manager in the orderly and timely conduct of municipal business operations within the context of various laws and regulations
- Respond to and resolve citizen inquiries and concerns, negotiate and resolve controversial issues, and respond to the City Manager, the City Council and the City management team in a timely manner
- Assist in establishing programs and policies that will aid in maintaining the financial integrity and service levels of various operations
- Provides technical assistance to city staff regarding design, construction contracts, and construction contract management

- Confers with consultants, engineers, architects, contractors, and other agencies in planning and implementing improvements or new construction projects
- Review of contracts prior to bidding, evaluation of bids received and recommendations of award, review and approval of shop drawings and other submittals; inspects work for compliance with specifications; accepts final project from contract
- Facilitates negotiation, preparation and management of contractual agreements
- Ensures application of City, State, and Federal permits for construction of infrastructure; facilitates operational permits for infrastructure projects
- Attends public meetings to provide information to the public
- Provides public information on public works construction and maintenance programs and projects
- Plans, directs, and coordinates staff and administers all daily activities and personnel of City Public Works field operations in accordance with all applicable laws, rules, regulations and code
- Analyze reports, data, plans, and maps to be certain of the viability of projects, and to determine the most efficient methods of construction.
- Recommends selection, promotion, discharge, and other appropriate personnel actions
- Supervises, evaluates, and disciplines personnel
- Formulates long- and short-range plans for the department; coordinates with other departments on the work, planning, design, and construction of public infrastructure
- Researches, reviews, analyzes, recommends, and implements special projects
- Prepares reports; writes memoranda and correspondence
- Determines applicable codes, regulations, and requirements for assigned projects
- Schedule and estimate costs and budgets for capital improvement projects
- Coordinate with the design, bidding, and awarding of contracts for capital improvement projects
- May assist in the acquisition of rights-of-way
- Assist during the construction phase of infrastructure projects; answer questions, attend progress meetings, make site visits
- May assist in the preparation and submittal of required federal, state, and local permits for capital improvement projects
- May assist in the preparation and submittal of funding applications for grants and/or loans to federal, state, county and other agencies for capital improvement projects
- Manage and administer operations contract for Wastewater Treatment Plant and Lift Station Operations
- May assist in the management of Geographic Information Systems (GIS) data collection and utilization
- Facilitate and coordinate regular training sessions on safety related topics; be proactive to maintain a safe work environment; thoroughly investigate all accidents and incidences
- Oversee project budgets and schedules
- Responsible for carrying out general direction received in matters of city policy.
- Attend meetings outside normal business hours

#### **ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Good knowledge of design and construction of water mains, wastewater treatment plant, sanitary sewers and lift stations, storm drains, building and other public works facilities
- Good knowledge of building construction and maintenance
- Good knowledge of administrative principles and practices that apply to local government
- High degree of skill in the application of such knowledge to field operations
- Ability to initiate and develop studies and investigations and to prepare reports
- Ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software
- Maintain a positive, enthusiastic, and “can do” attitude.

- Be an effective administrator concerned about productivity and quality performance.
- Provide effective leadership and team building.
- Maintain a sense of objectivity and a business-minded approach.
- Be service oriented.
- Responsive to Council and/or City Manager requests.
- Acts as consultant to the City Council and other city officials on operations matters.
- Communicate issues and discussions to City Manager as they occur.
- Professionally represent the City of Jenks at all times.

#### **MINIMUM AND PREFERRED REQUIREMENTS:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A minimum of eight years of progressively responsible supervisory experience managing a broad range of municipal services including engineering, traffic engineering, street maintenance, water distribution, wastewater collection, and/or drainage maintenance in a medium size municipality including a minimum of two years at a management level comparable to Division Manager.
- A Bachelor's degree in civil engineering, public or business administration, or a related field from an accredited college or university.
- A Master's Degree in a related field may substitute for one year of the required supervisory experience.
- Additional qualifying experience may substitute for the required education on a year-for-year basis.
- Possession of registration as a professional engineer in the State of Oklahoma is preferred.
- Possession of certification as waterworks and/or wastewater works operator in the State of Oklahoma is preferred.

#### **WORKING ENVIRONMENT:**

The duties of the Public Works Director will be generally performed in a standard office setting with considerable travel from site to site. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. May require ability to work indoors/outdoors and operate related equipment. May require working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment). May require some lifting, carrying, pushing and/or pulling of objects and materials of up to 50 pounds.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

**Hearing:** Hear in the normal audio range with or without correction.