



City of Moore

VACANCY ANNOUNCEMENT

Job Title:	Public Works Superintendent – Animal Welfare Division
Open Date:	January 20, 2026
Closing Date:	Open until filled (first review of applications will be February 2, 2026)
Pay Rate:	\$70,182 – 118,610 annually (depending on experience)
Job Type:	Full-time with benefits
Department:	Moore Animal Shelter and Adoption Center

JOB SUMMARY

Under the direction of the Public Works Director, manages, administers, and directs activities of the Animal Shelter and Adoption Center. Incumbents will manage projects and workload, set priorities within the Department, and assist in the recommendation, development, and implementation of goals and objectives.

Work hours may vary due to workload, daylight savings time, or for the best interest of the department, and may include being called in after regular working hours to respond to emergencies such as adverse weather, major failures of public works systems, or other emergencies as determined by management.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- Eight (8) years of increasingly responsible experience in Animal Welfare, two (2) years of which were in an administrative or supervisory capacity.
- Must possess, or be able to obtain, a valid Oklahoma Driver's license
- May be required to possess, or be able to obtain, a valid Oklahoma CDL

EXAMPLES OF DUTIES

- Set priorities and manage projects; assign activities, projects, and programs; implement policies and procedures; review and evaluate work product, methods, and procedures.
- Assist in the development of the Animal Shelter and Adoption Center budget.
- Recommend new equipment, facilities, vehicles, materials, supplies, and tools for purchase.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at
<https://www.cityofmoore.com/departments/jobs>.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Public Works Superintendent

Job Code: 7299
Exempt: Yes
Department: Public Works
Reports To: Public Works Director
Location: Public Works
Date Approved: September 6, 2022

GENERAL DESCRIPTION OF POSITION

Under the direction of the Public Works Director, manages, administers, and directs a major Public Works Division*. Incumbents will manage projects and workload, set priorities within the Department, and assist in the recommendation, development, and implementation of goals and objectives.

*Animal Welfare Division
*Building Maintenance Division
*Fleet Maintenance Division
*Sanitation Division
*Streets and Drainage Maintenance Division

Work hours may vary due to workload, daylight savings time, or for the best interest of the department, and may include being called in after regular working hours to respond to emergency situations such as adverse weather, major failures of public works systems, or other emergencies as determined by management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Set priorities and manage projects and workloads in the assigned Division; assign work activities, projects, and programs; monitor workflow; implement policies and procedures; plan, direct, and organize activities; review and evaluate work products, methods, and procedures. This duty is performed annually, about 60% of the time.
2. Assist in the development of the Public Works Department annual budget for the assigned Division; assist in budget implementation and monitoring; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies. This duty is performed annually, about 2% of the time.
3. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations. This duty is performed as needed, about 5% of the time.
4. Attend a variety of meetings involving assigned Division and Public Works-related issues and matters. This duty is performed weekly, about 2% of the time.

5. Ensure necessary materials, supplies, tools, vehicles, and other equipment are available by arranging for maintenance, inventory, and purchase. This duty is performed daily, about 3% of the time.
6. Analyze problems and issues within the assigned Division, evaluate alternatives, and make creative recommendations for solutions. This duty is performed daily, about 5% of the time.
7. Monitor developments related to assigned Division activities; evaluate the impact on Public Works and City operations and recommend policy and procedural improvements. This duty is performed as needed, about 5% of the time.
8. Respond to and resolve difficult and sensitive citizen inquiries and complaints. This duty is performed daily, about 5% of the time.
9. Provide technical assistance to City staff in the area of assigned Division responsibility. This duty is performed weekly, about 5% of the time.
10. Assist in formulating long-range plans for the community's public works functions. This duty is performed annually, about 2% of the time.
11. Recommend need for new equipment and facilities in assigned Division. This duty is performed annually, about 3% of the time.
12. Confer with and advise staff on problems related to the maintenance and operations of public works systems and the interpretations and enforcement of rules and regulations. This duty is performed daily, about 3% of the time.
13. Good attendance is required.
14. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
15. Maintain confidentiality of information.
16. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Initiative is used to carry out recurring assignments, and there is freedom to determine how to meet expectations of the department. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, and the organization and delegation of work operations for a group of employees engaged in similar activities.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of major importance, which would have a considerable effect on the final outcome of a large component of the department's and organization's projects.

MENTAL DEMAND

Intense mental demand. Continual involvement with strategic and operational management functions that relate to both short-term and long-term goals.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities are covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering the assigned division.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but are not limited to interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group of supervisory-level employees who are engaged in activities in the assigned division of the department. Exercises direct and indirect supervision over personnel in assigned division.

RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$500,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects on relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times since the above-mentioned errors are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper-level management and guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The number of annual dollars generated based on the job's essential duties/responsibilities. Examples

would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a division and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior-level internal officials.

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORKING CONDITIONS

Depending on the division assigned, working conditions may include:

- Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions;
- Outside working environment wherein there are potentially hazardous conditions and situations where the employee is occasionally exposed to fire, toxic or caustic chemicals, biological hazards, electricity, heights, moving mechanical parts, weather, fumes or airborne particulates, and vibration.
- May be continuously exposed to one or two elements such as moderate noise levels, intermittent standing and walking, and occasional pushing, carrying, or lifting.

PHYSICAL ACTIVITIES

The following physical activities described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderate physical. Work activities that allow for a moderate amount of diversity in the performance of tasks that require somewhat diversified physical demands of the employee. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to talk and hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; peripheral vision, depth perception, the ability to adjust focus; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Applicable federal, state, and city laws, codes, and regulations, including safety regulations and procedures
- Principles, practices, methods, materials, terminology, and tools and equipment associated with public works projects and activities
- Management and supervisory principles and methods, including setting goals, supervising work, evaluating performance, coaching, and discipline in accordance with state and federal laws, and City policies and procedures
- Work planning, organization, and scheduling techniques
- Organizational and management practices as applied to the analysis and evaluation of new programs, policies and operational needs
- Basic engineering principles related to public works maintenance, construction, and operation functions
- Applicable federal, state, and municipal codes, ordinances, and regulations regarding public works facilities and systems

Ability to:

- Plan, prioritize, assign and direct the work of employees within the assigned public works division
- Perform all duties and use tools and equipment associated with the assigned public works division
- Work as a team member with other divisions of the Public Works Department and other city departments
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Select, train, motivate and evaluate assigned personnel
- Implement and interpret policies, procedures, goals, objectives, and work standards
- Respond to citizen inquiries and complaints in a tactful, courteous manner
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment

- Maintain effective mental capacity which permits: making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Education and Experience:

Any combination of education and experience equivalent to:

- A high school diploma or equivalent
AND
- Eight (8) years of increasingly responsible experience in the public works activity assigned (Animal Welfare, Building Maintenance, Fleet Maintenance, Sanitation, or Streets and Drainage Maintenance), two (2) years of which were in an administrative or supervisory capacity.

NOTE: A Bachelor's degree equivalent to an AA in Engineering or a closely related field may be substituted for four (4) years of the required experience ONLY. There is no substitution for the required two (2) years in an administrative or supervisory capacity.

License or Certification:

- Possession of, or ability to obtain, a valid Oklahoma driver's license
- Possession of, or ability to obtain, a valid Oklahoma CDL may be required

WORKING CONDITIONS

Depending on the division assigned, environmental conditions may include:

Work in an office and/or field environment; computer screens; occasional unusual fatigue factors; working with others and alone; exposure to potentially hazardous conditions and situations which could include slippery or uneven surfaces, confined space, water, working below ground level, ladders, scaffolds, and working with firearms or being subject to possible physical attack from vicious animals.

PHYSICAL ACTIVITIES

Essential functions require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; physical and manual dexterity required to perform the duties of the position; some heavy lifting and/or carrying, and straight pulling and pushing; must be able to operate motorized equipment and assigned vehicle(s); visual and auditory acuity required.