

CITY OF MOORE

Job Description

Public Works Director

Job Code: 7220
Exempt: Yes
Department: Public Works
Reports To: Assistant City Manager
Location: Public Works Offices
Date Prepared: January 18, 2016
Date Revised: August 17, 2020

GENERAL DESCRIPTION OF POSITION

To plan, coordinate and direct activities within the Public Works Department including, Animal Control, Streets and Drainage Maintenance, Sanitation, Building Maintenance and Fleet Maintenance; to coordinate activities with other divisions and departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recommend goals and objectives; assist in the development of policies and procedures. This duty is performed annually, about 20% of the time.
2. Manage, direct and organize public works activities including Animal Control, Streets, Sanitation, Building Maintenance and Fleet Maintenance. This duty is performed daily, about 15% of the time.
3. Direct, oversee and participate in the development of each division's work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures. This duty is performed weekly, about 5% of the time.
4. Prepare budgets for divisions to which assigned; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget. This duty is performed annually, about 2% of the time.
5. Assist in the development, implementation, and monitoring of the annual Departmental budget. This duty is performed annually, about 2% of the time.
6. 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 weekly, about 5% of the time.
7. Supervise mechanical maintenance program; assign and review maintenance work. This duty is performed monthly, about 3% of the time.
8. Prepare equipment specifications and coordinate the advertisement of specifications; evaluate bids and make recommendations. This duty is performed as needed, about 5% of the time.

9. Attend a variety of meetings involving public works related issues and matters. This duty is performed weekly, about 3% of the time.
10. Evaluate and recommend professional consultants and contracts. This duty is performed as needed, about 3% of the time.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints. This duty is performed daily, about 15% of the time.
12. Coordinate activities with those of other departments and divisions and outside agencies and organizations; provide staff assistance to the City Manager, Assistant City Manager and City Council; prepare and present staff reports and other necessary correspondence. This duty is performed weekly, about 5% of the time.
13. Assist in formulating long range plans for the community's public works functions. This duty is performed annually, about 5% of the time.
14. Determine need for new equipment and facilities and major repair and rebuilding projects. This duty is performed annually, about 2% of the time.
15. Confer with and advise staff on problems related to the maintenance and operations of public works systems and the interpretations and enforcement of rule and regulations. This duty is performed daily, about 15% of the time.
16. Good attendance is required.
17. 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.
18. Maintain confidentiality of information.
19. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. 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, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities 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 multiple areas of the organization.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but 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 an extra-large group (25+) of employees who are engaged in diversified activities in one or more departments. Exercises direct and indirect supervision over technical, clerical and maintenance staff.

Supervises the following departments: Animal Control, Streets, Sanitation, Building Maintenance, and Fleet Maintenance.

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 \$10,000,000 to \$25,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in 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 areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

The amount 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 department 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.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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 the essential functions.

The noise level in the work environment is usually moderate.

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.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. 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 sit, talk or 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 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Street and drainage construction, sanitation mechanical maintenance and fleet maintenance methods, materials and equipment
- Budgeting procedures and techniques
- Organizational and management practices as applied to the analysis and evaluation of new programs, policies and operational needs
- Principles and practices of supervision, training and personnel management.
- Technical applications of traffic engineering and street and road design
- Survey and construction methods and equipment
- 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, professional, technical and clerical personnel
- Organize, direct and implement a comprehensive public works program
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Prepare and administer a budget
- Supervise, train and evaluate assigned staff
- Effectively administer a variety of public works activities
- Respond to citizen inquiries and complaints in a tactful, courteous manner
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Gain cooperation through discussion and persuasion
- 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, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Education:

A Bachelor's degree in Public Works Administration, Civil Engineering, or a closely related field.

Experience:

Five years increasingly responsible municipal public works management or engineering experience, including two years of supervisory responsibility.

License or Certificate:

Registration as a professional Engineer in the state of Oklahoma, or the ability to obtain registration in Oklahoma by reciprocity within one (1) year from the date of employment.

Possession of, or ability to obtain, a valid Oklahoma driver's license

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; work closely with others.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operating assigned equipment; may be required to operate assigned vehicle.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 10 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 10 pounds.