



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Public Works Director
<b>Open Date:</b>	September 23, 2020
<b>Closing Date:</b>	Open until filled
<b>Salary:</b>	\$ 94,394 - \$119,820 annually depending on experience
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Public Works Offices

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### JOB and DUTIES SUMMARY

The Public Works Director will plan, coordinate, and direct activities within the Public Works Department including Animal Control, Streets and Drainage Maintenance, Sanitation, Building Maintenance, and Fleet Maintenance. This position will be responsible for a large (50+-) group of employees, and will require significant coordination with other City Departments and Divisions to successfully perform the functions of this position.

- Manage, direct, organize, oversee, and participate in development of assigned departments' work plans, activities, projects, and programs; review and evaluation work product, methods, and procedures.
- Prepare budgets for assigned divisions and the Public Works Department as a whole; assist in budget implementation, budget forecasting, monitoring, and administration of the approved budget.
- Supervise the mechanical maintenance program, and assign and review maintenance work.
- Assist in formulating long-range plans for the City's public works functions; determine need for new equipment and facilities, and major repair and rebuilding projects.
- Respond to and resolve difficult, complex, and/or sensitive citizen inquiries and complaints.

### EDUCATION AND EXPERIENCE:

**Education:** A bachelor's degree in public works administration, civil engineering, or a closely related field.

**Experience:** Five years of 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 may be required.

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### ALL APPLICANTS MUST COMPLETE AND SUBMIT A CITY OF MOORE APPLICATION

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

Selected applicant must pass a background investigation and drug screen

**City of Moore is an Equal Opportunity Employer**