

McALESTEROK

Small Town. Big Frontier.

CITY OF McALESTER NOTICE
OF JOB OPENING

JOB TITLE: PUBLIC WORKS DIRECTOR / CITY ENGINEER

There is a **full-time** position in the **PUBLIC WORKS** dept. For a **PUBLIC
WORKS DIRECTOR/CITY ENGINEER**

CLASSIFICATION: 135

SALARY: Up to \$105,000 annual

DUTIES: See attached Job Description

APPLICATION PROCEDURE:

- Apply at www.cityofmcalester.com
- Click on jobs
- Click on applications
- Click online standard application

The City of McAlester is an EQUAL OPPORTUNITY EMPLOYER.

CITY OF MCALESTER
POSITION DESCRIPTION

TITLE: PUBLIC WORKS DIRECTOR / CITY ENGINEER

DUTIES

GENERAL DESCRIPTION

The essential function of the position within the organization performs managerial and professional work involved in planning, directing and coordinating municipal construction and maintenance of engineering data. The position is responsible for directing the Engineering activities of the City of McAlester, including managerial and professional work involved in planning, directing and coordinating municipal construction and maintenance of engineering data.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Coordinates engineering planning of the City projects with other Cities, State, County and Federal agencies, directly and through the Council of Governments.

Serves on various regional committees preparing regional planning documents for solid waste disposal transportation improvements, etc.

Prepare Capital Improvements Programs for presentation to Planning Commission, Traffic and Safety Commission and City Council; identifying public improvement needs, preparing cost of construction, showing possible sources of funding projects and establishing priorities.

Attends public meetings such as City Council meetings to interpret or explain proposed development plans or planning documents.

Plans engineering surveys and supervises collection of field data on projects such as paving improvements, construction of sanitary and storm sewers, construction of buildings, parks and traffic control devices and other municipal facilities.

Supervises and participates in computations of quantities of materials and progressive payments to contractors.

Supervises and participates in the preparation of plans, specifications, and cost estimates on various construction projects.

Reviews plans for new housing developments and commercial and industrial developments and coordinates same for general improvement of the City.

Supervises maintenance of current and accurate engineering data on streets, sewer, water lines, legal descriptions, plans and specifications on municipal properties and similar information.

Answer inquiries from the public, developers, and others concerning various engineering, construction or legal requirements.

Executes personnel policies in accordance with established procedures.

Prepare annual budgets and oversees daily spending for the Public Works Departments and divisions.

Answer inquiries from the public, developers and others concerning various engineering, construction, and drainage issues.

Attend public meetings to explain or discuss engineering and infrastructure for City facilities.

Supervise the maintenance of accurate engineering data on water lines, sewer lines, legal descriptions of City properties and easements

Performs other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor’s degree in Civil Engineering.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

The City Engineer shall possess knowledge and skills in municipal, highway or construction engineering, and be a registered professional engineer, or have the ability to obtain an appropriate Professional Engineer license issued by the State of Oklahoma. Must also have a valid driver’s license.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six years of increasingly responsible public works, engineering or construction management experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards. May sometimes be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, or traffic.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of McAlester is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.