

Public Works Director—exempt Grade 65

City of Muskogee

Updated 10/2022



CLASS TITLE: Public Works Director

PURPOSE OF THE CLASSIFICATION:

Responsible for planning, directing and coordinating a broad scope of public works functions directly related to construction, management, operational and maintenance activities of the City of Muskogee infrastructure; and performs other related required duties.

ESSENTIAL TASKS:

- Provides effective leadership, direction and vision in the comprehensive development of the Public Works Department programs and services including long term capital and infrastructure plans.
- Plans, coordinates and directs all public works operations including street maintenance and construction programs, stormwater open and closed systems, water and wastewater plants, water and wastewater collection systems, cemetery and solid waste (sanitation) and recycling programs.
- Supervises the solid waste disposal program for the City; participates with regional planning organizations in projecting needs for waste disposal sites and road and highway maintenance and construction efforts.
- Supervises the weed control program and other administrative areas and/or facilities that are used by and/or provide various supporting services to Public Works Department field, street and plant operations.
- Selects, orientates, trains, assigns, schedules, coaches, counsels and disciplines employees; communicates job expectations; plans, monitors, appraises and reviews job contributions; enforces policies and procedures.
- Supervises office and field employees to ensure adherence to quality standards, deadlines and proper procedures; corrects errors or problems.
- Interprets and ensures compliance with federal, state and local laws, regulations and ordinances.
- Formulates the proposed department annual budget, approves purchase requests, material expenditures and makes recommendations regarding staffing requirements.
- Represents the City of Muskogee in dealing with other governmental agencies, contractors, elected officials and the general public.
- Advises the City Manager on major policy decisions affecting the Public Works Department and City infrastructure systems; and assists and advises staff members on special and technical problems.
- Develops operating policies and program administration procedures; investigates and solves citizen complaints.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Public Works Director reports directly to the City Manager.

The Public Works Director supervises all positions within the Public Works Department.

QUALIFICATIONS:

Training and Experience: Graduation from college with a Bachelor's Degree in civil engineering, public administration, environmental science or other related field and five (5) to seven (7) years of experience in public works or other similar field; including at least three (3) years at highly responsible supervisory and administrative levels; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of public works management; comprehensive knowledge of construction and maintenance methods, materials and equipment employed in public works projects; comprehensive knowledge of management principles and practices as applied to

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administration of large-scale diverse operations; comprehensive knowledge of the codes, laws, ordinances and regulations governing the specific operations of large segments of the department; considerable knowledge of budgeting financial and purchasing practices used in a public works agency. Ability to plan, direct, supervise and coordinate the work of professional and sub-professional personnel engaged in public works functions; and the ability to utilize interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization. Demonstrated knowledge of standard office routines and procedures and of principles and practices of office management and supervision. Must be proficient with computers and other office equipment with knowledge in Microsoft programs.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional sitting and standing is required. Occasional lifting and carrying of objects up to twenty (20) pounds. Occasional reaching, balancing, stooping, kneeling, crawling, twisting, handling and repetitive movements. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required.

WORKING ENVIRONMENT: Work in this classification is primarily indoors in an office environment. Will travel to other City locations and do field inspections as required.

Notice: This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, the employee will be subject to drug and alcohol testing including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse the employee from the testing process or the consequences of testing positive for marijuana.

MINIMUM PAY: \$47.74/hr. – \$69.09/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday.

WORK LOCATION: City of Muskogee Public Works Department, 301 South Cherokee Street, Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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