

**Town of Jones City, Oklahoma  
Public Works Director Job Description**

**Position Title:** Public Works Director  
**Division/Department:** Public Works  
**Immediate Supervisor:** Town Administrator  
**Pay Matrix Grade No.:** 14  
**FSLA Class:** Exempt  
**Date:** August 2023

**General Purpose**

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department, including water, sewer, natural gas, street, municipal garage, utility lines, gas mains and services, and other public works projects and programs.

**Supervision Exercised**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

**Essential Duties and Responsibilities**

- ❖ Supervises supervisors and department support staff, either directly or through subordinates.
- ❖ Determines work procedures, prepares work schedules, and expedites workflow.
- ❖ Issues written and oral instructions.
- ❖ Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- ❖ Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- ❖ Maintains harmony among workers and resolves grievances.
- ❖ Prepares composite reports from individual reports of subordinates.
- ❖ Adjusts errors and complaints.
- ❖ Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.
- ❖ Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the public works department.
- ❖ Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including street, water, sewer, gas, parks, drainage, and equipment maintenance.
- ❖ Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- ❖ Oversees the development or update of the Town Comprehensive Sewer Plan, Comprehensive Water Plan, Comprehensive Gas Plan, Comprehensive Park Plan, Capital Improvement Program, and other plans involving the municipal infrastructure.

- ❖ Determines applicable codes, regulations, and requirements for assigned projects.
- ❖ Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- ❖ Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- ❖ Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- ❖ Oversees the maintenance of infrastructure and other records.
- ❖ Responds to public or other inquiries relative to department policies and procedures.
- ❖ Evaluates issues and options regarding municipal public works and makes recommendations.
- ❖ Maintains regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- ❖ Monitors inter-governmental actions affecting public works.

### **Peripheral Duties**

Assists in the training of Town personnel in public works systems and techniques. May serve as a member of various committees as required or assigned. Other duties as assigned.

### **Education and Experience**

- (A) Graduation from a college or university with a bachelor's degree in civil engineering, public administration or a closely related field is desirable; and
- (B) Minimum of four years previous public works experience including at least two years in utilities; or
- (C) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills, and Abilities**

- ❖ Considerable knowledge of civil engineering principles, practices, and methods applicable to a municipal public works setting.
- ❖ Knowledge of principles and techniques of budget development and administration.
- ❖ Knowledge of federal, state, and Town laws, codes and regulations relating to Public Works.
- ❖ Knowledge of personnel supervision, motivation, career development and training.
- ❖ Skill in operating the listed tools and equipment.
- ❖ Ability to communicate effectively, orally and in writing.
- ❖ Ability to establish and maintain courteous and effective working relationships with other employees, consultants, other governmental agency representatives, Town officials and the general public.
- ❖ Ability to conduct necessary engineering research and compile comprehensive reports.

### **Special Requirements**

Valid state driver's license or the ability to obtain one.

## **Tools And Equipment Used**

Personal computer, including word processing, spreadsheet, and database applications, motor vehicle, phone, two-way radio, and copy machine.

Operation of construction equipment inclusive of but not limited to haul trucks, backhoe loaders, dozers, excavators, forklifts, trenchers, motor graders, dozer, jack hammers and snowplows.

## **Physical Demands**

Ability to sit for extended periods of time in the input and retrieval of data and preparation of documents, records, and visual aids.

Ability to perform activities at desk; ability to reach overhead to obtain supplies, documents, books, maps and other items from cabinets and shelves.

While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

Work performed indoors in an office setting. Work may be tedious and exacting when preparing documents, correspondence, and statistical data. The noise level in the office environment is usually quiet.

Work performed outdoors may be subject to adverse conditions such as extreme heat, cold, wetness and humidity. The noise level in the field may be loud to moderate.

Work may be subject to time pressures, frequent changes to tasks, working closely with others as part of a team, working alone 50% or more of the time, performing multiple tasks simultaneously.

## **Safety Sensitive**

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 Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in drug panel screening. Possession of a medical marijuana

license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position is subject to the Department of Transportation’s Drug and Alcohol Testing Regulations.

**Americans with Disabilities Act Compliance**

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

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Jones is an at-will employer.*

**Review and Signature**

I acknowledge that I have read this job description and requirements for the Public Works Director position, that I understand the duties and demands of this position, and I certify that I can perform these functions.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date