



**Public Works Director
March 2024**

Reporting to the City Manager, the Public Works Director (“Director”) supervises and manages all areas of Public Works operations including water and sewer systems, stormwater systems, the wastewater treatment plant, and streets and alleys. The Director coordinates and directs facilities, equipment, processes, and operations. The Director must be licensed as required by state and federal regulations; must interpret and ensure compliance with all federal, state, and local laws and regulations regarding public water usage and sewage treatment and disposal; and must be able to direct staff to comply with same.

This is an independent and responsible position that includes planning, directing, budgeting, managing, and overseeing the activities and operations of Public Works including staffing, facilities, equipment, processes, testing, reporting, and budgeting. This position is responsible for coordinating assigned activities with other City departments and outside agencies. The Director will plan, direct, supervise, and coordinate the work of Public Works employees and may also perform water and sewer line maintenance and repair, streets/alleys maintenance and repair, and/or groundskeeping functions.

The Public Works Director is a full-time, exempt position. The City of Perkins offers excellent benefits including health, dental, and vision insurance, with optional life insurance, disability, and accident/disease coverage, and a retirement plan, as well as paid holidays, vacations, and sick leave.

HOURS & WAGE:

The salary for this position is commensurate with licensing and experience. Regular attendance and punctuality are required. The regular workweek for employees is Monday-Friday, 8 a.m. – 5 p.m. Employees categorized as exempt are expected to work those hours necessary for successful accomplishment of the tasks within their areas of responsibility. Due to the nature of the position, unforeseen circumstances will often necessitate work during evenings, nights, weekends, and/or holidays. The Director should be available to handle off-duty calls and situations, as well as be willing to participate in sharing weekend/holiday/evening coverage with others on the Public Works team.

All City of Perkins full-time staff are considered essential and may be required to report to work during emergency situations.

JOB LOCATIONS:

- The Director’s office is located at the wastewater treatment plant.
- Most work will be performed at the City’s wastewater treatment plant, wells, standpipes, water towers, lift stations, and other locations within the City of Perkins.
- Travel may be infrequently required for training or professional meetings.
- Successful applicant must reside within a 30-mile radius of the city limits of Perkins or be willing to relocate at personal expense.

POST-OFFER REQUIREMENTS:

- Background screening including criminal history/sex offender check
- Driving record check
- Drug screening

POST-HIRE REQUIREMENTS:

- Periodic driving record checks
- Drug screening

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- No disqualifying criminal convictions.

KNOWLEDGE, EDUCATION, CERTIFICATIONS, EXPERIENCE REQUIRED:

- High school diploma or GED.
- Class "A" or "B" water and wastewater operator licenses.
- Knowledge of the practices, methods, and materials used in water and wastewater treatment.
- Knowledge of the variety of equipment and processes used in a sequencing batch reactor (SBR) wastewater treatment plant and wastewater delivery systems.
- Knowledge of the equipment and processes used in water storage and water delivery systems.
- Knowledge of electrical, electronic, and mechanical systems associated with water and wastewater processes.
- Four years of experience in water and wastewater collection and treatment.
- Experience in employee supervision.
- Valid Oklahoma driver's license and acceptable driving record based on City of Perkins specifications.

ESSENTIAL JOB FUNCTIONS:

Facilities, Equipment, and Testing

- Monitor, inspect, and maintain wastewater treatment and collection operations, including the wastewater treatment plant and lift stations.
- Monitor, inspect, and maintain water operations, including wells, standpipes, and water towers.
- Monitor, inspect, and update, as necessary, laboratory and testing techniques for compliance with local, state, and federal rules and regulations.
- Supervise and/or perform water and wastewater on-site and laboratory testing.
- Monitor and maintain computer hardware and software equipment and systems.
- Interpret and ensure compliance with federal, state, and local laws, rules, and regulations.

Safety Protocols

- Ensure all activities are carried out in a safe manner; adhere to all established safety regulations; ensure equipment is safely operated and driving laws are obeyed; ensure all regulations pertaining to the safe use of equipment are understood and followed.
- Report all accidents or events to the appropriate authority. Follow all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. Investigate incidents as necessary.

Supervision

- In collaboration with the Assistant Public Works Director, select, train, assign, supervise, and coach Public Works employees; clearly communicate assignments and expectations; monitor and evaluate job performance; correct errors or problems and discipline as warranted.
- Supervise employees to ensure adherence to quality and safety standards, deadlines, policies, and proper procedures.
- Identify training needs and opportunities for the department.
- Inspect work completed by crews to document completion, accuracy, efficiency, and timeliness.
- Exhibit diplomacy, fairness, firmness, and sound judgment.

Reporting and Records-Keeping

- Prepare departmental reports and maintain record-keeping procedures as required by law and necessary for seamless operations.
- Develop and prepare information for bid or quote specifications.
- Report and maintain testing records management for compliance with local, state, and federal laws, rules, regulations, and operating procedures.
 - Conduct special research and studies as requested; prepare comprehensive reports and recommendations based on findings.

Maintenance and Operations

- Perform repairs and maintenance for wastewater treatment plant; water storage, production, and distribution systems; and sanitary sewer collection, transportation, and treatment systems.
- Install and troubleshoot equipment and machinery; perform routine preventive maintenance of same.
- Operate equipment, including lawn-care equipment and office equipment, and other applications; learn to operate new technologies, equipment, and machinery as they are developed and implemented.
- Operate heavy machinery including a backhoe, dump truck, industrial chipper, tractor, sewer jetter, etc.
- Perform physically demanding work including lifting up to 50 lbs., climbing and working off ladders, working in confined spaces, digging, loading/unloading, and working outdoors in all types of weather.
- Monitor, inspect, and maintain streets and alleys within Perkins city limits.

Public Relations, Communication, and Teamwork

- Exhibit professionalism, tact, flexibility, discretion, and confidentiality
- Provide courteous, efficient, and friendly service to the public, coworkers, and colleagues.
- Develop and maintain professional relationships and provide clear communication with coworkers, agencies, organizations, vendors, and contractors.
- Receive, handle, and investigate, as necessary, questions, complaints, concerns, and inquiries pertaining to the Public Works department.
- Coordinate efforts with other coworkers as needed to facilitate construction, repair, installation, maintenance, groundskeeping, and alteration projects.
- Act as a resource to provide alternative solutions, constructive suggestions, technical assistance, or creative thinking.
- Advise the City Manager on major policy decisions affecting the Public Works Department and City infrastructure systems; and assist and advise staff members on special and technical problems.

Planning and Goal-Setting

- Develop, implement, and monitor department goals, priorities, deadlines, and standards.
- Provide effective leadership, direction and vision in the comprehensive development of the overall strategic plan for programs and services of the Public Works Department.
- Review and analyze the efficiency and effectiveness of departmental procedures, programs, and projects; develop and implement improvements.
- Develop operating policies and procedures and program administration procedures.
- Make critical decisions affecting the outcome of assigned work and projects.
- Review facilities costs, progress of work projects, and preventative maintenance programs, to identify potential problems and determine possible solutions.
- Order parts, supplies, and equipment as needed in preparation for upcoming assignments and projects.
- Plan and prioritize necessary maintenance of equipment and facilities.
- Exhibit time management and meet deadlines.

Departmental Budget and Purchasing

- Assist the City Manager and Finance Director in the development of the department's annual budget.
- Monitor the department's annual budget, approve purchase requests and material expenditures, and make recommendations regarding staffing requirements.
- Prepare requests for purchase of services, equipment, materials, and supplies, and solicit quotes from suppliers and contractors in compliance with purchasing laws, rules, regulations, and policies.
- Inventory receipt of orders, confirm completion of services, and approve departmental invoices.
- Coordinate and monitor contracts and agreements for departmental services.

Other Duties as Assigned

SKILLS, HABITS, & ABILITIES REQUIRED:

Mathematical Skills

- Ability to perform mathematical calculations required of this position.

Critical Thinking Skills / Reasoning Ability

- Correctly interpret and apply the policies and procedures of the function to which assigned.
- Ability to apply sound judgment and discretion in performing duties, evaluating options, recommending methods, and resolving problems.

- Ability to effectively utilize the principles of strategic and long and short-range planning and create methodologies for accomplishing a goal or solving complex problems.
- Ability to research and comprehend verbal instructions, online content, complex written materials, and/or diagrams including, but not limited to, operations manuals, technical documents, and pertinent federal, state, and local laws, codes, and/or regulations, and other information, and make decisions or recommendations, draw conclusions, or apply same to a variety of situations.
- Ability to develop policies, procedures, written instructions, general correspondence, and other department-specific communications or documents.

Software Skills

- Knowledge of, or ability to learn, computer software including word processing, email programs, and spreadsheet and database applications consistent for this position.

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 City of Perkins.

WORKING CONDITIONS:

The Americans with Disabilities Act requires identification of the general aptitudes and physical requirements needed to perform the job listed above, as well as the unavoidable, externally imposed conditions under which the work must be performed and that could create hardship. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Physical Demands - *The nature of physical effort leading to physical fatigue*

The Public Works Director will be required to use machinery, equipment, and tools, and to perform manual labor in a safe and effective manner.

- Strength: Must have ability to occasionally lift 50 lbs., occasionally push/pull 50 lbs., and occasionally hold/carry 50 lbs. Must be able to manipulate from ground to waist, from waist to shoulder, above shoulder, and from waist level.
- Climbing: Must have ability to climb ladder, step stool, extension ladder, 1 flight of stairs, and 20 or more steps.
- Standing/sitting, moving: Must have ability to: frequently (4-6 hours/day) stand/sit and frequently (4-6 hours/day) move.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on floor or ground 5-20 times/day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands continually throughout the day.
- Manual/finger dexterity required include the use of hands and fingers to use tools, machinery, office equipment, and type is required.

Environmental Conditions - *The nature of adverse environmental conditions affecting the incumbent*

Much of the work will take place in an outdoor working environment, wherein there are disagreeable working conditions part of the time, including extreme heat, cold, and other weather and environmental conditions. The noise level in the work environment is usually moderate. The incumbent works near moving mechanical parts, is at risk of radiation or vibration. The incumbent is exposed to fumes and airborne particles and toxic or caustic chemicals.

Sensory Demands - *The nature of demands on the senses*

- Visual: Must have ability to perceive or comprehend by the sense of sight. Specific vision abilities required include close vision, distance, color and peripheral vision, depth perception, adequate eyesight to read computer screens, perform detail work, as well as the ability to adjust and focus.
- Other: May be exposed to unpleasant sights, sounds, or odors.

Mental Demands - *Conditions that may lead to mental or emotional fatigue*

There are a number of stressors associated with this position including emergency situations, deadlines, multiple tasks, simultaneous tasks, supervision of staff, etc. The Public Works Director must also deal with a wide variety of people on various, sometimes challenging, issues.

Verbal Abilities

- Speaking/Talking: Must have ability to answer telephone or radio, communicate with general public, volunteers, vendors, supervisors, and other employees. Present clear and concise oral reports.
- Hearing/Listening: Must have ability to communicate with public, volunteers, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read and write in English.

Spatial Abilities

- Must have ability to estimate size, shape, distance, time.

Driving Abilities

- Must have the ability to transfer or convey in a vehicle. Must have ability to drive car, van, pickup truck, lawn mower, and tractor.

***DISCLAIMER**

This job description is provided as a guide and is not to be considered a contract. The City of Perkins reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Application Information:

Applications are available at:
Perkins City Hall
110 North Main
Perkins, OK 74059
Between the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday
or
download applications at www.cityofperkins.net

Resumes must be accompanied by a completed City of Perkins job application.
Applications will be accepted until position is filled.

The City of Perkins is an Equal Opportunity Employer.