

***City of Ocean Springs***  
**JOB DESCRIPTION**

**PUBLIC WORKS DIRECTOR**

**DEPARTMENT:** Public Works  
**REPORTS TO:** Mayor  
**FLSA STATUS:** Exempt position  
**LAST UPDATED:** August 31, 2017

**GENERAL PURPOSE**

Plans, directs, manages, and oversees the activities of all six (6) Public Works Departments: Street, Water, Sewer, Vehicle Maintenance, Drainage, and Building Maintenance.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor of the City of Ocean Springs.

**SUPERVISION EXERCISED**

Exercises supervision over all Public Works Department Staff directly or through subordinate supervisors.

**JOB CONTEXT**

The Public Works Director is a full-time position in the Public Works Department. The immediate supervisor for this position is the Mayor. The person in this position supervises 42 full-time employees. The Public Works Director works regular hours year-round, with overtime or night work when the workload demands it. There is no shift work involved with this position. The person in this position is always on call. Work for this position is indoors and outdoors and requires work in all types of weather. This position has accountability for budgetary, monetary, fiscal, legal and safety issues related to the work for which this position is responsible.

There is occasional exposure to chemicals and/or hazardous materials. This exposure includes but is not limited to, gasoline fumes and insecticide in the summer. The stress level associated with this position is high. Physical work involved with this position includes, but is not limited to, typing, bending, carrying heavy boxes, reaching high places, and walking.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Pertinent Federal, State and local laws, codes, and regulations
- Knowledge of operational characteristics, services, and activities of a comprehensive public works program
- Project Management skills – experience in managing projects with large budgets, long timeframes and broad scope
- Familiarity of construction techniques involving streets, roads, drainage and sewer systems
- Ability to manage vendors of goods and services related to projects
- Experience in reviewing statements of work, procurement documents and invitations for bids
- Principles and procedures of facility maintenance
- Principles and practices of municipal budget preparation and administration
- Possess basic computer skills to include the Microsoft Office Suite
- Management skills to analyze programs, policies, and operational needs
- Familiar with OSHA Standards and Regulations concerning employee safety
- Familiar with Federal and State statutes concerning operations of the Public Works Department
- Mathematical skills to solve complex problems and budgeting
- Adaptable to changing situations and multiple priorities
- Ability to read and understand various technical information and geographic maps and to explain them to others without a technical background
- Ability to work as a team member with other employees/contractors/department heads, and to professionally interact with developers investing in the community
- Ability to synthesize complex information about public works projects and to communicate effectively with residents, elected officials, and other city employees by using good oral and written skills

## **MINIMUM EXPERIENCE REQUIREMENTS**

A minimum of four (4) years experience in all phases of management of a municipal Public Works department or closely related field. Previous experience as a Director of Public Works, City Engineer or Assistant Public Works Director is preferred.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### **Oversee and direct the activities of the Street Department**

- Assure that street maintenance is on schedule and completed properly.
- Inspect City streets for needed maintenance
- Develop schedule for street maintenance on a monthly basis
- Assure that right-of-ways are mowed and cleared of rubbish
- Check street signs to make sure they are properly placed and viewable.
- Ensure the Department has proper tools and supplies for repairs and construction.
- Handle citizen complaints in a timely and appropriate manner

- Ensure that all required items are in place to accommodate special events, such as trash cans, barricades, flags on street pole, port-o-lets, and signage

**Oversee and direct the activities of the Water Department**

- Ensure maintenance is scheduled and performed in a timely manner
- Work with consultants and contractors to ensure new construction is compatible with existing City infrastructure.
- Develop budgets for the Water Department
- Ensure complaints are handle in an appropriate manner
- Ensure that the Department has proper tools and supplies for repairs and construction

**Oversee and direct activities of the Sewer Department**

- Ensure maintenance is scheduled and performed in a timely manner
- Confirm that the treatment facilities meet all Federal and State Environmental Regulations
- Ensure that the Department has proper tools and supplies for repairs and construction

**Oversee and direct activities of the Vehicle Maintenance Division**

- Ensure that all vehicles' maintenance is completed properly and on a timely basis
- Ensure that the Department has proper tools and supplies for repairs and completion of its duties

**Oversee and direct activities of the Drainage Department**

- Ensure that maintenance is scheduled and performed in a timely manner
- Confirm that the treatment facilities meet all Federal and State Environmental Regulations
- Ensure that the Department has proper tools and supplies for repairs and construction

**Oversee and direct activities of the Building Maintenance Department**

- Ensure that maintenance is scheduled and performed in a timely manner
- Confirm that the treatment facilities meet all Federal and State Environmental Regulations
- Ensure that the Department has proper tools and supplies for repairs and construction

**Maintain personnel records and perform personnel management duties**

- Schedule and approve overtime when needed
- Complete annual performance appraisals for all Public Works
- Make recommendations for disciplinary action to the Board of Aldermen as necessary and implement the Board of Aldermen's decision
- Make recommendations to the Board of Aldermen regarding hiring and terminating employees
- Notify Mayor, Board of Aldermen and Risk Management concerning Workers Compensation Cases

**Complete budget management for the Public Works Department**

- Write proposed departmental budget using previous year's budget and actual expenditures including projections
- Submit the proposed budgets to the Mayor and seek input from the City Clerk

- Propose capital spending for approval with final budgets and use a priority ranking
- Complete and sign purchase requisitions and ensure budget compliance
- Determine fees for City services and make recommendations to the Board

**Work with the community**

- Respond to question/requests courteously and in a timely manner
- Handle complaints, assign personnel to solve problems or answer complaints or refer to appropriate department using a follow thru method
- Ensure problems are solved satisfactorily and in an efficient manner

**Complete all required administrative duties**

- Develop monthly report for Board Meetings
- Attend Board Meetings as necessary
- Work compatibly with other department directors on city-wide matters and on emergencies
- Cooperate with consultants and contractors on issues affecting the Public Works Department
- Coordinate with City Engineers and Attorney on any ongoing projects or issues
- Seek and administer Grants relative to infrastructure, US Army Corps of Engineers, Mississippi Emergency Management Agency, Federal Emergency Management Agency, State Revolving Fund, Pat Harrison Waterway District, BP, and Restore Act funding
- Work closely with Jackson County Board of Supervisors and their personnel concerning joint projects
- Prepare for and handle aftermath of natural disasters, such as hurricanes, and manage budgetary reimbursement process through the Federal Emergency Management Agency (FEMA) and the Mississippi Emergency Management Agency (MEMA)
- Consider Public Works computers and information systems resource assets having strategic value, thereby requiring innovative management and appropriate controls

**PHYSICAL DEMANDS**

Must be physically able to operate a variety of machines, tools, and equipment which includes a motor vehicle, computer, calculator, copy machine, telephone, camera, video camera, etc. Must be able to use body to work, to move, and to carry objects or materials. Must be able to exert thirty pounds of force occasionally, and up to twenty pounds of force frequently. Physical demand requirements are at levels of those for light to medium work.

**SELECTION GUIDELINES**

Submission of completed Employment Application (with resume as a supplement only) to Human Resources; evaluation of education and experience; oral interview and reference/background check; job-related test(s) may be required.

**OTHER**

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 if the work is similar, related or a logical assignment to the position.

The 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.