



City of OKC

Assistant Public Works Director

<https://www.cpshr.us/recruitment/2369>



WORK FOR OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.

About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

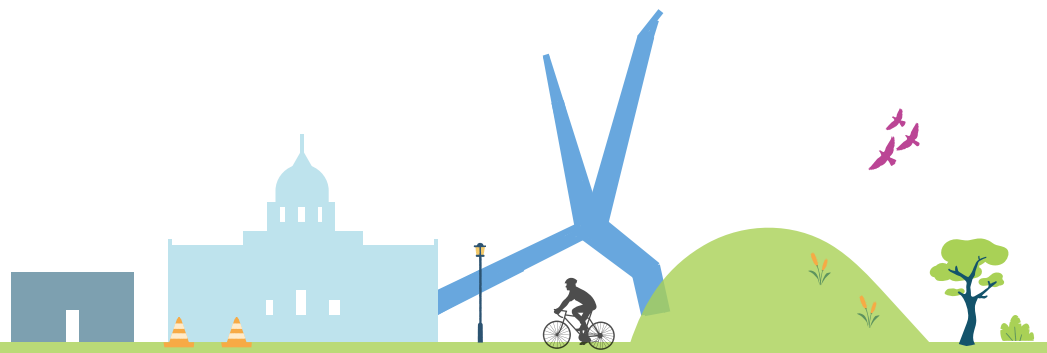
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U.S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$839,020,748 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: okc.gov/government/maps-4.

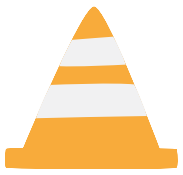


THE CITY'S VISION & MISSION

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



PUBLIC WORKS

The Department

The Public Works Department provides infrastructure construction and maintenance, private construction review and inspection, and emergency first response services to the public so they can live, work, and play in a safe environment. The Public Works Department has a total budget of \$255,067,462 and 399 positions authorized in the FY25 budget. The department includes seven lines of business: Administration, Engineering, Field Services, Project Management, Storm Water Quality, Streets and Drainage Maintenance, and Traffic Services.

The Administration Division includes the Executive Leadership Program which provides planning, management, administrative and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

The Engineering Division includes three programs:

- The Drainage and Bridge Engineering Program provides federal and local drainage and bridge compliance and engineering services to City staff, government agencies, the public and the development community so they can be protected from potential flooding and ensure compliance with all regulations.
- The Engineering Technical Review Program provides plan and document review and approval services to the development and consulting community, govt. agencies, and the public so they can proceed with construction projects in a timely manner.
- The Paving Engineering Program provides pavement management services to the public so they can have safe & well-maintained roads and sidewalks in Oklahoma City.

The Field Services Division includes two programs:

CHALLENGES

- Improving the overall condition of City streets.
 - Ensuring consistent and timely project delivery within available funding.
 - Ensuring ongoing maintenance of drainage and bridge infrastructure.
 - Ensuring timeliness of development plan reviews.
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- The Construction Inspection and Construction Quality Control Program provides plan review, materials testing, inspection, and reporting to City staff and the development community so they can provide residents with infrastructure built and maintained in a timely manner and in accordance with recognized construction standards.
- The Survey Program provides survey services to City staff, consultants, and surveyors so they can have the survey data required to identify historic and current field conditions in a timely manner.

The Project Management Division

includes three programs:

- The Contract Administration Program provides architectural and engineering contract services, contractor pre-qualification, and specification management for City departments so they can have completed projects that meet expectations and requirements.

- The Facilities Project Management Program provides Oklahoma River maintenance, architectural project design and construction oversight services to City departments and the public so they can have new or improved public facilities completed on time and within program budget.
- The Infrastructure Project Management Program provides engineering project design and construction oversight services to City departments and the public so they can have improved public infrastructure projects completed on time and within the program budget.

The Storm Water Quality Division

includes four programs:

- The Environmental Water Quality Program provides environmental water quality assessments and technical services to residents,

businesses, and government agencies so they can realize a reduction of pollution in community waterways and comply with the Clean Water Act.

- The Household Hazardous Waste Collection Program provides awareness, reuse, recycling, and disposal services to the residents of Oklahoma City and participating municipalities so they can reduce their household hazardous waste and dispose of it in an environmentally safe manner.
- The Public Outreach Program provides education and training to increase environmental awareness, so the community is informed about the City's Storm Water Quality Program.
- The Storm Water Permitting Program provides permitting services, training, inspections and enforcement to developers, contractors, facility owner/operators so the community can experience a reduction in pollution of community waterways.

The Streets and Drainage Maintenance Division includes three programs:

- The Drainage Program provides construction and infrastructure maintenance to the residents so they can have safe and reliable storm water runoff control.

- The Streets Repair Program provides roadway repair and reconstruction services to the public so they can travel safely and efficiently throughout the City.
- The Streets Reconstruction Program provides roadway reconstruction services to the public so they can travel safely and efficiently throughout the City.

The Traffic Services Division includes three programs:

- The Traffic and Transportation Services Program provides work zone permits, work zone inspections and traffic safety recommendations to the development community so they can safely operate in the right-of-way.
- The Traffic Engineering Program provides engineering services for the design, review, inspection, and planning of traffic infrastructure to City staff and the development community so that the public can travel safely and efficiently on City streets.
- The Traffic Operations Program provides traffic control and maintenance services to the public so they can travel safely and efficiently throughout the City.



Compensation

The approved salary range for this position is **\$135,093.60** to **\$206,565.84** and is dependent upon the qualifications and experience of the selected candidate.

The Position

This position is located in the Administration Division of the Public Works Department of The City of Oklahoma City and is under the direction of the Public Works Director/City Engineer. The Assistant Director acts for the Public Works Director in their absence or at their direction; assists in the overall management, administration, and coordination of activities within the department; and may be assigned responsibility for divisions within the department in addition to Assistant Director duties. This position will oversee the operations of Public Works and must react quickly and calmly in emergency situations and determine the proper course of action. Duties may vary in nature from writing special reports, conducting research assignments of a complex nature, presenting written and verbal reports analyses and

recommendations on a variety of matters, to maintaining a constant and effective interface between the department, City organization, and outside agencies.

Essential Job Functions

- Conducts, attends, and represents the Director on various boards, committees, commissions, and meetings with the public, other departments, developers, staff, and others.
- Analyzes and implements various departmental productivity improvement measures; researching, preparing, and presenting reports for the City Council.
- Provides the Director with an objective analysis of current legislation impacting departmental

activities and the City organization.

- Performs or supervises long-range planning to anticipate and prepare for City needs related to operations of Street and Drainage Maintenance, Stormwater Quality, Administration, and Traffic Services divisions. This will include City facilities, streets and bridges, transportation and development, traffic, and surveys.
- Develops, evaluates, and implements policies, procedures, standards, goals, and objectives for assigned functions.
- Determines long-range organization, fiscal, and community impacts of departmental changes and decisions.
- Evaluates complex problems related to engineering and operations, determining and implementing appropriate courses of action.
- Willingness to cooperate with other departments to achieve overall City goals.
- Performs other duties as assigned.

Minimum Qualifications

- Progressive management experience working in a municipal government setting.
- Oklahoma registered Professional Engineer.
- Possession of a valid driver license (Operator).

Knowledge, Skills and Abilities

- Knowledge and experience of engineering design and construction projects.
- Knowledge of and skill in applying management principles and techniques.
- Knowledge of departmental finance, procurement, and budget requirements.
- Knowledge of Public Works functions including streets, traffic, drainage, bridge and facility maintenance and construction programs.

- Knowledge of Oklahoma Department of Transportation policies and procedures as it relates to facilitating use of federal funding for City of Oklahoma City capital projects.
- Skill in coordinating activities of professional, technical, and clerical staff.
- Skill in verbal and written communications.
- Ability to establish and maintain effective working relationships with employees, municipal officials, outside agencies, and the public.
- Ability to develop long-range plans and evaluate work accomplishments.

- Ability to remain calm in emergency situations and determine proper course of action.

SAFETY SENSITIVE

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.



Competencies

Execution and Results: (1) Sets well-defined and realistic goals and high standards of performance for self or self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.



Judgment: (1) Plans, coordinates, and executes business functions efficiently, effectively, and in a fiscally responsible manner; (2) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (3) makes effective, timely, well-informed, objective, and transparent work-related decisions; (4) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Teamwork/Team Oriented: (1) Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that

is appropriate for the intended audience; (6) actively listens, clarifies information as needed.

Customer Centric: (1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Strategic Thinking: (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher

authorities and effectively alerts appropriate officials.

Leads Through Influence: (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

Commitment to Continuous Improvement: (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Agility: (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses

readiness; proposes new approaches, methods, and technologies plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (6) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (7) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Talent Development: (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility. Note: This competency is not applicable for employees who are not supervisors.

Inclusive Leadership: (1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others;

welcomes diversity in ideas, perspectives, and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized employees, participates and encourages participation of I&D initiatives. Note: This competency is not applicable for employees who are not supervisors.



Working Conditions / Physical Requirements

- Primarily indoors, but outdoor work may be required.
- Occasional local or out of town travel.
- Occasionally required to work beyond normal work hours.
- Manual and finger dexterity enough to operate a ten-key calculator, keyboard, etc.
- Near vision enough to read and review written correspondence such as statistical reports, computer generated documents, memos, letters, etc.
- Hearing and speech enough to communicate in person/by telephone.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Total Rewards

Our competitive benefits package includes:

- Flexible schedules with some telework
- 96 hours of vacation leave a year
- 130 hours of sick leave a year
- 11 regular holidays a year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan



How to Apply

APPLY HERE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, July 26, 2024**.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

For more information and to submit your materials, visit:

<https://www.cpshr.us/recruitment/2369>

For any questions please contact:
Kylie Wilson, Principal Consultant, at
kwilson@cpshr.us.

CPS HR  CONSULTING

An Equal Opportunity Employer

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

