

JOB OPPORTUNITY

JOB TITLE Public Works Director

PAY GRADE Exempt

RESPONSIBILITIES

- Determine present & future capital needs; set financial & operational goals
- Prepare & administer departmental annual budgets; monitor & control ongoing budget expenditures
- Implement budget amendments as needed & provide input when requested
- Assure that budget integrity is maintained; ensure all purchases comply with State Law
- Purchase supplies as needed & maintain inventory; recommend the purchase of necessary equipment
- Prepare technical specifications for equipment, materials, & other items
- Prepare bid, contract, & technical documents, act as liaison to Admin Services during invitation & receipt of bids
- Review & evaluate bids and make recommendations to the Board
- Implement & enforce policies, procedures, rules, regulations, & safety related programs
- Ensure that workers have been trained properly & practice safe work procedures
- Supervise employees directly or through subordinates; assign duties, counsel, & discipline personnel
- Make recommendations to the Mayor & Board regarding disciplinary actions, hiring & firing of employees
- Review work progress and effectiveness of subordinate supervisors; maintain & update personnel records
- Direct & participate in the development of goals, objectives, policies, & procedures for the department
- Plan, organize, coordinate, supervise & evaluate programs, plans, services, staffing, equipment, & infrastructure
- Oversees long range planning for streets, sewer, sanitation, & water supply
- Develop & implement comprehensive City-wide maintenance programs including streets, sewer systems, storm drainage systems, water, & gas systems
- Provides information, technical assistance & responds to, investigates, & resolves citizen complaints
- Perform other duties as directed
- Regular in Person Attendance

REQUIREMENTS/KNOWLEDGE

- High school diploma, or equivalent education; bachelor's degree in related work is preferred
- At least 10 years of experience in this or a related field is recommended; always on call in emergency situations
- 70% of the work is indoors; 30% of the work is outdoors in all types of weather conditions
- Standards & regulations concerning employee safety
- Ability to coordinate several tasks concurrently & prioritize daily workflow
- Federal & state statues concerning the work of the department
- Good mathematical skills, including addition, subtraction, multiplication & division
- Communicate effectively with residents elected officials, other city employees, & contractors – both in verbal & written communication
- General functions & operations of municipal government
- Knowledge of the use of office equipment, including computers, photocopiers, facsimile machines, calculators, etc.
- Meet specified/required deadlines to include making decisions within specified time restraints
- Maintain confidentiality
- Analytical & problem-solving skills; follow departmental & City policies and procedures
- General knowledge of the layout of the City of Olive Branch
- Work autonomously when necessary & as a good team member as well
- Valid driver's license with an acceptable driver history (CDL a plus)
- Maintain professional composure in heated situations
- Knowledge of principles of supervision, training, & performance evaluation; principles and practices of civil engineering & project administration; methods, materials, & techniques used in construction of public works projects; water & sewer system layouts, operations, & maintenance

Interested applicants who meet the basic qualifications & requirements should bring, email or mail a copy of their resume and completed job application to Vicki Damron, Human Resource Director, 9200 Pigeon Roost Road, Olive Branch, MS 38654 by 5 p.m. on Tuesday, December 31, 2024.