

CITY OF BROKEN ARROW

DIRECTOR OF ENGINEERING/ CONSTRUCTION

Growing nearly 75% since 1990, Broken Arrow continues to be one of the fastest growing larger communities in Oklahoma. The community is a blend of ages, cultures, backgrounds and interests.

Broken Arrow has been designated a "Tree City USA" by the National Arbor Day Foundation every year since 2001.

As a community, Broken Arrow has been nationally recognized as one of the best places in America in which to live and raise a family.

Nationally renowned Family Circle Magazine named Broken Arrow one of the top 10 cities in America in which to raise a family.





The Community

Broken Arrow is a suburban community of 101,000, just to the southeast of Tulsa, Oklahoma, and is noted for low crime, good schools, quality development, and excellent transportation access to surrounding areas. These factors are primarily fueling the growth of the community.

In Broken Arrow you can enjoy the amenities of a big city while experiencing the warmth our wonderful suburb has to offer. Within an hour you can enjoy a variety of Oklahoma's most scenic and beautiful lakes. If you're a nature enthusiast at heart, Broken Arrow is surrounded by an array of adventurous and leisurely trails for bicycling, walking, or an afternoon jog. A few of our many assets begin with the community, superior school system and reasonable cost of living.

Government

The City of Broken Arrow operates under a Council-Manager form of government. The City Council consists of five Council members. Each member is eligible to serve four years, with elections held every two years. A Mayor and Vice-Mayor are elected every two years among the five council members. The City Council hires the City Manager.

The Position

The Director of Engineering/Construction is responsible for the managerial and administrative work managing the activities of the Engineering/ Construction Department that includes the Stormwater, Administrative Division, the Engineering Division, and the Construction Division. In addition, the director provides guidance on matters involving building construction and renovation, traffic engineering and other construction related projects as assigned by the City Manager.

This position reports to the City Manager. The Director has direct supervision over the City Engineer, the Construction Division Chief, the Project Engineer, an Administrative Assistant, and an Administrative Clerk.

Major Duties, Functions and Responsibilities

The Director of Engineering/Construction:

- Oversees project management for the design and construction of city projects.
- Oversees design/ engineering study professional services contracts except those projects under consideration by the customer/ business units whereby coordination with customers is expected.
- Provides technical assistance to city staff regarding design, construction contracts, and construction contract management.
- Confers with consultants, engineers, architects, contractors, and other agencies in planning and implementing improvements or new construction projects.

Major Duties, Functions and Responsibilities Continued..

- Reviews contracts prior to bidding; evaluate bids received and recommends award; supervise contract management; review and approve shop drawings and other submittals; inspect work for compliance with specifications; check and control project budget; accept final project from contract.
- Facilitates negotiation, preparation and management of contractual agreements between the City and vendor agencies for the department.
- Applies for applicable City, State, and Federal permits for construction of infrastructure; facilitate operational permits for infrastructure projects.
- Attends public meetings to provide information to the public.
- Provides public information on public works engineering design, construction, and maintenance programs and projects by preparing press releases and giving speeches.
- Plans, directs, coordinates staff, and administers all daily activities and personnel of the Engineering/ Construction department in accordance with all applicable laws, rules, regulations and direction from City government.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Plans, organizes, and directs activities in the areas of responsibility and anticipate their impact on city government and the general public.
- Supervises the activities of division managers; supervise, evaluate, and discipline personnel.
- Coordinates activities of the department with other departments, divisions, and city officials.
- Prepares and monitors the annual budget.
- Develops, reviews, revises, and enforces policies.
- Assists in formulating policies and procedures and implement decisions and determinations as directed by the City Manager.
- Formulates long- and short-range plans for the department; coordinates with other departments on the work, planning, design, and construction of public infrastructure.
- Researches, reviews, analyzes, recommends, and implements special projects.
- Prepares reports; writes memoranda and correspondence.
- Determines applicable codes, regulations, and requirements for assigned projects.

Education and Experience

Interested candidates should possess a Bachelor's degree from an accredited four-year college or university in civil engineering, public works engineering or a closely related engineering field and a minimum of seven (7) years of increasingly responsible management and supervisory experience in multiple public works divisions including civil, traffic, or design engineering, or an equivalent combination of education, training, and experience which provide the required knowledge, skills, and abilities.

Certifications and Licenses

A Certification as a Professional Engineer in the State of Oklahoma is required, or the ability to acquire such certification within one year of employment at the City's expense. A valid driver's license issued by the State of Oklahoma is required.

Ideal Candidate

The ideal candidate should have a thorough understanding of engineering and construction practices, and procedures that includes knowledge of the principles and practices of civil engineering with concentration on engineering design and street and drainage facilities construction and maintenance.

The ideal candidate will have fiscal knowledge of the development and administration of municipal budgets, contract management and cost analysis.

The ideal candidate will be a professional leader who inspires the staff to achieve excellence. This individual should have experience in strategic planning and organizational development. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The salary and benefits for this exceptional professional opportunity are negotiable and highly competitive. Relocation assistance will also be available for the successful out of area candidate. Residence within the City limits within one year of employment is desired but not required.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: BADEC

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