



Public Works Director

Packet for Public Works Director position





About the City

The City of Oak Ridge, Tennessee, a unique community that is rich with technology and comfortable lifestyles, lies in the eastern portion of the Tennessee River Valley nestled between the Great Smoky and Cumberland Mountains. The City is located 25 miles north of Knoxville, home of the University of Tennessee. With a population of approximately 27,500 in an area covering 92 square miles. Oak Ridge offers a high quality of life, cultural diversity, community commitment to education, natural beauty and recreational opportunities and is a progressive, sophisticated city with an exceptional commitment to excellence.

Description of City Government and City Manager

Incorporated in 1959, the City of Oak Ridge operates under a modified City Manager-Council form of government with a Home Rule Charter. Seven at-large City Council members are elected for four-year staggered terms. The City Council elects a Mayor and Mayor Pro-Tem from among its members to serve for two-year terms. The City Council appoints a City Manager who serves at the pleasure of the Council. The current City Manager, Mark S. Watson, a nationally recognized professional manager, was appointed in August 2010 and will appoint the Public Works Director.

Oak Ridge is a full-service City that employs 388 regular staff members citywide. The City operates its own electric utility. City Department Directors and many City staff members have significant tenure and are highly skilled professionals in their respective positions. The staff's goal is to be a leader and a partner in the community. We want the City to be an exceptional place to work in a strong team environment. We strive to achieve excellence through openness, innovation, responsibility, decisiveness, and communication. The total FY 2016 budget is \$178,560,808 with \$59,591,614 of this amount providing a percentage of the total School System budget. Current goals of the City Council are in nine categories: Governance, Economic Development, Facilities, Public Information, Finances, Housing, Transportation, Social Services/Needs and State and Federal Matters.





About the Public Works Department

The Public Works Department is responsible for the maintenance of City streets, all City-owned buildings, water treatment, distribution, and wastewater collection systems; for the construction of and improvements to these facilities; and for maintenance, service and repair of all City automotive vehicles, heavy equipment and stationary equipment. The Department also prepares and administers the Solid Waste Collection Contract and serves as the City staff representative to the Traffic Safety Advisory Board. The Department consists of:

Division	Full-Time Employees
Administration	5
Building/Facilities	5
Engineering	4
Stormwater	0
Streets and Fleet	20
Water Utilities and Plant	25
Wastewater Utilities and Plants	41

- 249.05 miles of water main piping
- 272.17 miles of wastewater collection mains
- 230 miles of streets, including curbing and signage

The activities and functions performed by the Department are included in the General Fund, Waterworks Fund and State Street Aid Fund.

Position Description

Under general direction of the City Manager, the Public Works Director provides the overall administration, direction and management of all Public Works activities and employees. Work responsibilities extend to preparing the Department’s annual budget, issuing technical reports, developing estimates and costs of construction projects, and managing large municipal construction projects. The Public Works Director should anticipate formal and informal engagement from the entire community at all times and should be equally comfortable answering questions before the City Council as well as from lay citizens over the course of any given day. Regular contact with the general public; City Council; local, state, and federal agencies; and private consulting and contracting firms is required. Preferred candidates will have prior management experience in an organization that promotes best practices in efficient and effective use of limited financial resources. Residency within the city limits is required for this position.





Position Description (cont'd)

The ideal candidate will provide leadership and direction for the City of Oak Ridge Public Works Department in conjunction with desired city plans, capital defining policies, capital budgeting, streamlining of work processes and providing a higher level of service to our citizens.

The Public Works Director will be facing the following issues:

- Developing a funding and implementation mechanism for the City of Oak Ridge regarding Stormwater Management in accordance with Tennessee Department of Environment and Conservation requirements
- Coordinating the implementation of a new Capital Improvement Program that is prioritized and funded
- Providing creative solutions for utility operations to meet the goals of the City's Climate Action plan
- Anticipating the utility and road needs of the Department of Energy Complexes for purposes of response, redundancy and the repairs during major construction projects of the next 5-10 years
- Examining the size of the City's fleet and efficiency of operations for the coming years
- Concentrating on aligning City capital needs as part of the regional transportation organization with the Community Development Director
- Coordinating responses of the Public Works Department in the new Oak Ridge-Main Street project
- Providing advice on water/wastewater treatment facilities renovations
- Developing and maintaining GIS systems for ongoing EPA Maintenance and Operations Plans

Position Requirements

Education: A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction, public administration, facility management, or a closely related field.

Experience: Ten (10) years of broad and extensive experience in public works development, professional engineering, and maintenance activities or related service delivery operations, including three (3) years of demonstrable management and administrative responsibility.

Professional License: Registration as a Professional Engineer in the State of Tennessee within (6) months of hire.

Ability to obtain a valid State of Tennessee Driver's License





Compensation

The annual salary range for the Public Works Director is \$76,960 to \$115,419 with starting salary based on experience and qualifications. The City of Oak Ridge offers employees a fringe benefit package that includes health (medical/prescription/vision/dental) insurance, membership in the Tennessee's Consolidated Retirement System, 11 paid holidays per year, progressive vacation policy starting at 4 weeks paid vacation during the first year, and the biweekly accrual of emergency leave hours. A "take-home" vehicle will also be supplied to the Public Works Director.

Application Information

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be required or contacted until mutual interest has been established.

Anticipated process is 40 days for receipt of applications/resumes, subsequent review of applications/resumes and Skype interviews within 21 days, on-site interviews, and the selection of a candidate to start by January, 2016.

Applicants must pass a complete physical examination and drug screening as a condition of employment.

Applications/resumes should be sent by the close of business October 30, 2015 to the following address:

Oak Ridge Personnel Department
P.O. Box 1
Oak Ridge, TN 37831





Applications/resumes should be sent by the close of business Friday, October 30, 2015,
to the following address:



Oak Ridge Personnel Department
P.O. Box 1
Oak Ridge, TN 37831

The City of Oak Ridge is an Equal Opportunity Employer. The City of Oak Ridge does not discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, disability, religion, or other legally protected status.

For additional information on this opportunity, please call the Oak Ridge Personnel Department at (865)-425-3564, or visit:

<http://www.oakridgetn.gov/department/Personnel/Home>