



## Job Description: Public Works Director

**Position:** Public Works Director  
**Job Duration:** Indefinite  
**Min Experience:** 10+ Years  
**Required Travel:** 0-10%  
**Reports To:** City Manager

**Job Type:** Full-Time  
**Salary Range:** (DOQ)  
**Min Education:** H.S. Diploma/Equivalent  
**Salary – Type:** Yearly Salary  
**FLSA Status:** Exempt

### Job Summary:

The Public Works Director plans, organizes, and directs the operations of the Public Works Department, including water distribution, wastewater collection, streets, drainage, facility maintenance, fleet, and parks/open spaces. This position is responsible for ensuring safe, efficient, and compliant operations while managing staff, budgets, capital improvements, and long-range infrastructure planning. The Director works closely with the City Manager, contractors, regulatory agencies, and residents to deliver high-quality municipal services consistent with the City's core values of Integrity, Leadership, Accountability, Quality of Service, and Innovation.

### Essential Duties and Responsibilities:

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

#### Administrative & Leadership:

- Provides leadership and direction for all public works divisions, including water, sewer, streets, parks, fleet, and facilities maintenance.
- Develops and administers departmental budgets, monitors expenditures, and prepares financial reports.
- Prepares staff reports, strategic recommendations, and presentations for the City Manager and City Council.
- Ensures compliance with federal, state, and local regulations, including TCEQ, EPA, OSHA, and Texas Water Code.
- Oversees procurement, contract management, and vendor coordination for infrastructure projects and maintenance services.
- Leads capital improvement planning and assists with grant applications, engineering coordination, and project delivery

#### Water & Wastewater System Management:

- Ensures proper operation, maintenance, and regulatory compliance of the City's water distribution and wastewater collection systems.

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- Oversees utility line repairs, leak investigations, system flushing, valve maintenance, and lift station operations.
- Ensures water quality testing, reporting, and documentation meet TCEQ requirements
- Coordinates emergency repairs and maintains 24/7 response readiness.
- Streets, Drainage & Right-of-Way Maintenance
- Oversees street repairs, pothole maintenance, signage, striping, and sidewalk improvements
- Manages drainage system maintenance, including culverts, ditches, storm drains, and flood mitigation activities
- Prioritizes maintenance schedules based on safety, asset condition, and budget.

### **Parks, Facilities & Fleet:**

- Supervises maintenance of parks, playgrounds, trails, athletic fields, and public grounds
- Oversees building maintenance, custodial services, and City facility operations.
- Manages fleet maintenance, replacement schedules, and service contracts.

### **Staff Management:**

- Supervises, trains, evaluates, and disciplines departmental staff.
- Schedules work assignments, monitors productivity, and ensures safe work practices.
- Promotes a positive work culture emphasizing teamwork, integrity, and professional development.

### **Community & Interagency Relations:**

- Responds to citizen inquiries, service requests, and complaints professionally and promptly.
- Coordinates with regional agencies, contractors, and neighboring municipalities.
- Represents the City at meetings, inspections, and public events as required.

### **Knowledge, Skills, and Abilities:**

- Knowledge of municipal public works operations including water/wastewater, streets, drainage, parks, and facilities.
- Understanding of TCEQ, EPA, OSHA, and Texas Local Government Code regulations.
- Skill in budgeting, purchasing, project management, and contract administration.
- Ability to read and interpret engineering plans, maps, and technical reports.
- Strong leadership and communication skills with ability to manage diverse staff.
- Proficiency with Microsoft Office, GIS, asset management systems, and work-order software.
- Ability to manage multiple priorities and respond effectively during emergencies.

### **Education, Certifications and Experience Required:**

- Bachelor's degree in Public Administration, Engineering, Construction Management, or related field preferred; equivalent experience may be considered.
- Five (5) years of progressively responsible public works or utility operations

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experience required.

- Three (3) years of supervisory or management experience preferred.
- Municipal government experience is strongly preferred. Valid Texas Class C Driver's License required.
- TCEQ Class C Water Distribution or Wastewater Collection certification preferred, or ability to obtain within 18 months.
- Additional TCEQ, OSHA, or engineering certifications highly desirable.

### **Physical and Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work performed in both office and field environments.
- Exposure to varying weather, noise, chemicals, and physical hazards.
- May require evening, weekend, or emergency call-outs.
- Must be able to lift up to 50 pounds and operate equipment as needed.

### **Performance Measures:**

- Compliance with state and federal regulations.
- Response time to service requests and emergencies.
- Quality and timeliness of infrastructure maintenance and improvements.
- Budget accuracy and cost-effective resource management.
- Employee performance, safety compliance, and morale.
- Customer satisfaction and community engagement.

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### **DISASTER SERVICE WORKERS CLAUSE**

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

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**The City of Kirby is an Equal Opportunity Employer of Qualified Individuals.** A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at [www.tml.org](http://www.tml.org).

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