

DIRECTOR OF PUBLIC WORKS

JOB SUMMARY:

Under the general direction of the City Manager the Director of Public Works oversees and directs the activities of the department to include Parks and Recreation, Streets, and Water.

ESSENTIAL JOB FUNCTIONS:

- Provides direction to staff by planning and prioritizing job tasks
- Ensures policy and procedure compliance
- Monitors and evaluates staff performance and development
- Supervises staff schedules and requested time off
- Resolves employee conflicts
- Recommends changes and adjustments in personnel
- Hires, trains, and supervises employees
- Supervises projects by reviewing departmental activities and identifying departmental needs
- Ensures compliance with local, state and federal regulations
- Participates in long-term planning for capital improvement projects
- Monitors budget and recommends purchase of all equipment and supplies
- Recommends solutions to resolve budget issues and shortfalls
- Creates measures to determine cost efficiencies
- Develops reports and presentations for Council and other City officials
- Supervises preventative maintenance and repair of equipment, vehicles and City facilities
- Supervises maintenance, repairs, operation and limited construction of City streets, alleys, parks, drainage and city facilities
- Supervises the maintenance, repair, operation and limited construction of water lines, sewer lines, wells, lift station and water storage facilities
- Performs related duties and fulfills responsibilities as required

EXAMPLES OF WORK:

Developing and implementing strategic goals and objectives, implementing policies, procedures and regulations. Developing and overseeing work plans and projects. Administering the budget, supervising personnel and ensuring each division provides quality services to citizens.

QUALIFICATIONS:

- Graduation from high school or four years of equivalency
- Associate's or Bachelor's degree preferred
- Water "C" and Wastewater Collection 2 or higher licenses required
- Valid Texas Commercial Driver's License with acceptable driving record

- Five years or more experience in the operation of a Public Works Department
- Supervisory experience required

PHYSICAL REQUIREMENTS:

- Frequent driving, walking, standing, lifting, sitting and occasional carrying

WORK LOCATION AND HOURS:

- Office located at Public Works Department; includes multiple indoor/outdoor work
- Monday through Friday, Varied Hours to include some evenings and weekends

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws, regulations and policies governing the conduct of Public Works activities
- Ability to work effectively and cooperatively with other employees and the general public
- Knowledge of material used in construction and of general cost estimate practices
- Familiarity with methods and operations of equipment materials and standard practices used in the construction, maintenance and repair of the water distribution system, sanitary sewer collection system, streets and drainage
- Independent judgment and decision-making abilities
- Bilingual skills a plus