



## **DIRECTOR OF PUBLIC WORKS**

### **FLSA STATUS: EXEMPT**

#### **JOB SUMMARY**

Under the general direction of the City Manager, the Director of Public Works supervises, manages, administers, and directs the operations and maintenance of the Public Works Department. This encompasses oversight of streets, drainage systems, water distribution, wastewater collection, water treatment, wastewater treatment, and fleet management. The role involves planning, developing, and implementing maintenance, improvement, upgrades, and installations for public streets, drainage systems, water and sewer infrastructure, as well as internal services such as vehicle and equipment maintenance operations. Additionally, the Director of Public Works supervises assigned staff.

#### **SUPERVISION**

RECEIVES direct supervision from the City Manager.  
EXERCISES direct supervision over assigned staff.

#### **ESSENTIAL JOB FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties, which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

##### **1. Administration**

- Oversee the daily operations, activities, and programs of the Public Works Department.
- Manage, supervise, and participate in the preparation, development, and evaluation of highly technical studies, reports, plans, and analyses related to Public Works.
- Develop, plan, and implement goals and objectives for the department.
- Recommend and administer departmental policies and procedures to ensure efficiency, effectiveness, and safety.
- Conduct regular inspections of work sites to ensure satisfactory overall performance.
- Identify and prioritize needs for Public Works facilities and system improvements.
- Collaborate closely with the City Manager to ensure smooth departmental operations.
- Direct the forecasting of additional funds needed for staffing, equipment, materials, and supplies.
- Serve as a key member of the City's management team, providing information and recommendations regarding operations.
- Develop strategic long-range and short-range plans to determine goals and objectives for the department, including master planning and strategic planning.
- Participate in the oversight and management of the department budget, including projections and justifications for the annual budget.
- Coordinate with Police and Fire departments on emergency management responses.
- Work towards achieving goals outlined in the City Strategic Plan.

- Oversee the automatic meter infrastructure system and lead capital and future planning for all infrastructure, excluding billing software and processing.

## **2. Engineering**

- Manage all phases of assigned development and capital projects.
- Collaborate closely with engineering consultants throughout project lifecycles.
- Develop, implement, negotiate, and monitor professional services and construction contracts.
- Coordinate with the Grants and Special Projects Coordinator for project development and evaluation.
- Supervise construction phase inspection services.
- Approve private subdivisions for acceptance on behalf of the City, including warranty follow-up.
- Review and approve change orders and payment applications.
- Verify completed work and associated processes for construction payments.
- Secure right-of-entry permits, easements, and rights-of-way for select City projects.
- Review exhibits and descriptions for easements and right-of-way acquisition.
- Prepare and present council agenda items for assigned capital and special projects.
- Attend meetings with consultants, developers, contractors, and other staff as necessary.
- Conduct site inspections as necessary for private development and capital projects at all construction phases.
- Evaluate and respond to public, inter-departmental, and City official inquiries.
- Develop and revise applicable ordinances as needed.

## **3. Regulatory Compliance**

- Develop and submit reports as required by regulatory entities.
- Coordinate environmental review procedures to ensure timely procedural compliance with the Texas Commission on Environmental Quality and the Environmental Protection Agency.
- Maintain direct and close supervision of the water system's operation through the Supervisory Control and Data Acquisition (SCADA) automated computer control system, monitoring all federal and state drinking water regulations.
- Collect and disseminate environmental information to the public, organizations, and agencies.
- Manage the City's stormwater municipal separate storm sewer system (MS4) permit and associated programs.
- Supervise and maintain regulatory documentation, files, reports, records, and information required by regulatory entities.
- Collect and compile data and information.
- Coordinate the collection of water samples for required water quality monitoring and reporting.
- Conduct field inspections to ensure compliance with environmental regulations and investigate potential environmental issues and concerns.
- Promote public awareness and education regarding environmental issues.
- Evaluate and update environmental programs and standard operating procedures to comply with applicable rules and regulations.
- Create and revise ordinances as necessary to meet regulatory requirements.
- Act as the City's liaison for regulatory-based committees.
- Address questions and issues related to water and wastewater Certificate of Convenience and Necessity.
- Develop and maintain the City's Drought and Water Conservation Plan.

#### **4. Public Relations**

- Effectively communicate with the City Manager, City Council, and City staff, including making public presentations as needed on all Public Works-related topics, tasks, and projects.
- Respond promptly to and resolve difficult citizen inquiries and complaints.
- Engage with the public in both small and large groups to discuss City Public Works policies, practices, and projects.
- Represent the City in meetings and coordinate with individuals, water authorities, local, state, and federal government agencies, regional partnerships, economic development corporations, community groups, professional organizations, and leaders to identify community needs and address issues.
- Serve as the City's representative in all areas of assigned responsibility.
- Coordinate projects and activities both internally and externally within the department's operations.
- Review, select, coordinate, and manage contractors and consultants to ensure compliance with City regulations.

#### **5. Personnel**

- Supervise and direct all Public Works department staff.
- Provide direction and vision to assigned staff in the operation of the Public Works department.
- Process annual employee performance reviews and ensure employees meet the minimum expectations of their individual roles and responsibilities.
- Work with employees to correct deficiencies; implement discipline and termination procedures when needed.
- Coordinate with Human Resources in the recruitment and selection of department personnel.
- Ensure department personnel receive training/continuing education as the budget allows.
- Review and assign staff resources as needed to achieve objectives of programs and services within the department.
- Ensure bi-weekly payroll timesheets are processed accurately and efficiently for submission to Human Resources.

#### **6. Other Duties**

- Travels to attend meetings, conferences, and training.
- Performs other related duties as assigned by the City Manager.
- Regular and consistent attendance at the assigned work hours is essential.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience Guidelines:**

Public Works: Bachelor's degree in Public Administration, Civil or Environmental Engineering, Construction Management, or a closely related field from an accredited university is required. A minimum of eight (8) years' experience in public works management, with three years of supervisory experience is required; **OR**, equivalent combination of education and experience to effectively manage the Public Works department.

**Knowledge of:**

- Management and administration of a municipal Public Works department.
- Recent developments, current literature and sources of information in municipal Public Works administration.
- Principles and practices of civil and environmental engineering as related to Public Works systems and facilities, water/sewer collection, treatment and distribution, water conservation and drought contingency plans, street construction, stormwater analyses reports, and traffic control.
- Construction maintenance, upgrade and improvement techniques for municipal water and wastewater system operations.
- Water quality sampling procedures and laboratory procedures.
- Inventory control and purchasing procedures for division vehicles and equipment.
- Procedures and standards for development review and of statistical and research techniques.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to public works.
- Government organization and administration.
- Budget preparation and monitoring.
- Advanced computer applications including proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook), and use of the Internet is required.

**Skills and Abilities:**

- Analyze, interpret, summarize, and present information and data in an effective manner.
- Prepare and analyze reports, statements, and correspondence.
- Communicate clearly and concisely, both orally and in writing.
- Speak in front of groups and civic organizations; establish and maintain working relationships with officials, developers, the public and co-workers.
- Investigate and inspect construction projects in progress and upon completion.
- Plan and implement departmental and divisional procedures and objectives.
- Effectively supervise and delegate duties to assigned staff.
- Resolve customer complaints and concerns.
- Ability to gain cooperation through discussion and persuasion.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**LICENSES AND/OR CERTIFICATIONS**

- Prefer possession of a water or wastewater certification Class "C" or above from the Texas Commission on Environmental Quality.
- Must possess and maintain a valid Class C Texas driver's license.

**PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS**

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling or lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to working extended hours and responding to emergencies on a continuous basis.
- May be subject to occasional carrying, bending, reaching, kneeling, pulling, crouching, and lifting.
- May be subject to exposure to extreme weather conditions, loud noises, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater and underground utilities.
- Must be able to work in stressful situations.

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Employee

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Date of Receipt of Job Description.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date