

Public Works Director

Department: Public Works
Reports to: City Manager
Hiring Range: \$30.52 - \$35.54
FLSA Status: Exempt

JOB SUMMARY

To insure the City's best interests are being met during all phases of Public Works activities, yielding quality results for the City. Provides overall supervision for the City's Public Works activities, including Drainage Maintenance, Streets, Street Reconstruction, Service Center, Cemeteries, Utilities and Airport. Provides oversight of city airport.

QUALIFICATIONS

Education and Experience:

This position requires a four-year degree in engineering or related field from an accredited university and registration as a Professional Engineer in the state of Texas. Five years of management, supervisory and budgetary experience or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities. Thorough knowledge of the fundamentals and accepted practices in municipal public works administration. Thorough knowledge of personnel and programs management principles and practices, including optimum use of human and material resources. Good knowledge of state and local laws and procedures relating to municipal public works and municipal government administration and the role public works takes in that administration. Good knowledge of civil engineering theory, procedures and practices as pertains to the design, construction and maintenance of municipal public works. Ability to formulate and implement a sound, progressive public works program and sustain operations and maintain responsibility for a variety of activities without regular direction. Ability to plan, direct and coordinate the work of subordinates. Ability to express ideas clearly and concisely orally and in writing to groups and to individuals. Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners and the general public. Ability to secure compliance with construction plans and standards in a tactful yet effective manner.

Knowledge, Skills and Abilities:

Knowledge of materials, practices and equipment used in the construction and maintenance of public works projects. May operate equipment and supervise crews during hazardous weather conditions. Able to understand the overall operation of the organization with ability to think beyond the details of the work toward the overall goals of the City. Must have several years' experience in the public works field, specifically pavement construction and drainage projects. Must have and maintain a valid Texas Driver's License. Must have and maintain a satisfactory driving record. Punctuality and regular attendance is required.

ESSENTIAL JOB FUNCTIONS

- Organizes, assigns, supervises and inspects the work of all Public Works functions.
- Responsible for planning and organizing of all Public Works activities.
- Purchases supplies and equipment necessary for all Public Works functions.
- Maintains accurate time cards for employees in Public Works Department.
- Investigates accidents and equipment failures.
- Prepares work orders for Public Works repair projects and tracks work done by Public Works employees.
- Assures proper maintenance of all Public Works equipment.
- Prepares and submits budget requests for Public Works activities.

- Must understand construction methods. Must understand and be knowledgeable of grades and have the ability to establish and calculate elevations.
- Formulate and enforce department rules, regulations, work methods and procedures.
- Initiate and/or assist in the acquisition of grants, easements, etc.
- Review work activities to ensure efficient and safe operations and conformance with established State, County and City standards, regulations and policies.
- Attend various hearings, Council meetings, Planning and Zoning meetings, civic and business meetings on behalf of the Public Works Department.
- Assist with maintenance on municipal buildings, park and park equipment.
- Oversee operations in maintenance shop.
- Performs other duties as required by the nature of the position.
- Responsible for reviewing engineering plans for compliance with federal, state and city specifications and design standards.
- Responsible for airport maintenance and operations.

PHYSICAL REQUIREMENTS

- Must be able to climb into and onto and operate light and heavy equipment, such as tractors, mowers, rollers and dozers.
- Ability to lift up to 50 pounds, bend and climb while making street repairs.
- Must be able to communicate verbally by means of two-way radio, telephone and in writing through completion of various records, reports, memos and letters.