

## Job Description: Public Works Director

### Purpose:

This position is responsible for directing and coordinating the operation on water, wastewater, streets, parks, public facilities and fleet maintenance. The position supervises the public work employees in all phases of operations of services.

### Duties, Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other duties as assigned.

- Responsible for ensuring compliance with all state, federal and local regulations relating to water, wastewater, streets, parks, swimming pool and facility maintenance.
- Plans, Oversees and monitors the daily operations of public works.
- Works closely with other department heads, engineers, developers or contractors with public works projects and activities.
- Identify plan and conduct infer-structure improvements necessary to maintain system integrity, growth and development.
- Maintains records and reports to city, state and federal agencies on a timely basis.
- Reviews and maintains SOP's (Standard Operating Procedures).
- Reviews and maintains City's Drought Contingency plans.
- Responds public inquires, investigates and resolves customer complaints, determines and/or approves bill variances.
- Monitors and initiates meter reading procedures, water meter testing and meter replacement as required.
- Initiates and monitors employee training, license, continuing education and renewals as required by city and state.
- Maintains and coordinates personnel annual evaluations, bi-weekly time card calculation, monitors and records compensation and sick time as required.
- Prepares and provides safety training and personal protection equipment for the personnel.
- Prepares weekly personnel work schedules and monitors performance and progress.
- Evaluates and authorizes all repairs to equipment, tools and vehicles. Anticipates maintenance needs and prepares for scheduled preventive maintenance.
- Evaluates inventory. Procures materials and equipment for scheduled work. Keeps materials on hand for emergencies.

- Maintains records of changes and additions to water lines, sewer lines, streets, drainage and other systems including pump stations, wastewater plant and lift stations. Provides information to engineer for mapping purposes.
- Monitor supervisory control and data acquisition (SCADA) system for water and wastewater and water treatment systems.
- Performs and monitors all sampling and maintains data for water, water treatment systems and wastewater systems as required by state and federal standards.
- Responsible for code enforcement for city zoning ordinances, able to comprehend building plans and make appropriate decisions for permit approvals.
- Performs inspections for plumbing, building and electrical remodels and new construction.
- Provides information to and communicate effectively and amicably with other city departments, engineers, county, state and federal agencies.
- Prepare annual budget for public works, which include water, water treatment, wastewater, streets, drainage, parks and pool.
- Provides information, reports and prepared budget requirements to the City Council in a timely manner.
- Attends all City Council meetings and other meetings as needed.
- Perform any other tasks as directed by City Council.

#### Knowledge, Skills and Abilities:

- Knowledge of regulatory practices and reporting requirements for water and wastewater operations under TCEQ.
- Thorough knowledge of the principals of effective administration, to include planning, evaluating, directing and supervising.
- Knowledge of the materials, methods, equipment utilized in the operation, construction, maintenance and the repair of water and wastewater distribution and collection systems.
- Knowledge of the materials, methods and equipment utilized in the operation, construction, maintenance and repair of streets, drainage and roadway systems.
- Ability to establish and maintain effective working relationships with employees, department heads, city council and the general public.
- Ability to maintain proficiency of current, upcoming and /or new regulation within areas of responsibility.
- Working knowledge of computers, including Microsoft Excel, power Point, Word, Excel and Outlook.

#### Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a related field.
- Minimum of seven (7) years of progressively responsible experience in municipal Government/Public Works, including three (3) years which shall be in a supervisory position such as city Manager, assistant public works director or parks director
- Or, an equivalent combination of education, training, certification and experience in a municipal government within the state of Texas

#### Licenses and Certification:

- Texas Class "C" driver's license

#### Preferences:

- Inspector License from State of Texas Plumbing Board
- Class B Groundwater Operator License from TCEQ
- Class B Wastewater Treatment Operates License from TCEQ
- Bilingual in English and Spanish

#### Work Environment/Physical Requirements:

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

- The work environment is primarily a climate-controlled office but may include outdoors in all types of weather, walking over rough, uneven surfaces for inspections or site visits.
- Some tasks involve standing, walking, or frequent lifting of items weighing between 5-50 lbs.; or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- May encounter occasional stressful situations.
- Must be able to drive a City vehicle to oversee projects, perform inspections and other functions.