

Position Title: Public Works Director

Department: Public Works

Reports To: City Administrator

FLSA Status: Exempt

Job Summary:

The Public Works Director is responsible for the leadership, administration, and operation of the Streets and Utilities departments, ensuring the delivery of essential services and the maintenance of public infrastructure, including city streets, parks, and water and wastewater utility. This role involves strategic planning, budgeting, project management, and team leadership to support the City's goals and objectives.

Key Responsibilities:

Leadership and Management:

- Provide overall leadership and direction for the public works department.
- Supervise and evaluate the performance of departmental staff.
- Foster a positive and collaborative work environment.

Strategic Planning:

- Develop and implement long-term plans for public infrastructure and services.
- Identify and prioritize projects and initiatives to meet community needs.
- Monitor and evaluate the effectiveness of existing programs and services.

Budgeting and Financial Management:

- Prepare and manage the departmental budget.
- Monitor expenditures and ensure efficient use of resources.
- Seek and secure funding through grants and other sources.

Project Management:

- Oversee the planning, design, and construction of public works projects.
- Ensure projects are completed on time, within budget, and to the required standards.
- Coordinate with contractors, consultants, and other stakeholders.

Operations and Maintenance:

- Ensure the maintenance and repair of public infrastructure, including roads, bridges, water and sewer systems, and public buildings.
- Develop and implement maintenance schedules and protocols.
- Respond to emergencies and manage disaster recovery efforts.

Regulatory Compliance:

- Ensure compliance with federal, state, and local regulations.

- Stay informed about changes in laws and regulations affecting public works.
- Implement policies and procedures to maintain compliance.

Community Relations:

- Serve as a liaison between the public works department and the community.
- Address public inquiries, concerns, and complaints.
- Provide information and updates to the public about projects and services.

Interdepartmental Coordination:

- Collaborate with other departments and agencies to achieve common goals.
- Participate in city planning and development activities.
- Coordinate public works activities with other municipal functions.

Qualifications:

Education: High School diploma or equivalent (Required); Bachelor's degree in Civil Engineering, Public Administration, or a related field (Preferred).

Experience: Minimum of 7-10 years of experience in public works or a related field, with at least 5 years in a supervisory or managerial role.

Licenses/Certifications: TCEQ Class B Surface Water license or ability to obtain one within 6 months (Required); TCEQ Wastewater license (Preferred); TCEQ Customer Service Inspector (Preferred); Valid driver's license.

Skills:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Proficiency in project management and budgeting.
- Knowledge of public works operations, maintenance, and construction.
- Ability to interpret and apply regulations and policies.
- Problem-solving and decision-making abilities.

Working Conditions:

Environment: Office setting with occasional fieldwork. Exposure to various weather conditions and construction site hazards.

Physical Requirements: Ability to sit, stand, walk, and occasionally lift objects up to 25 pounds. Use of standard office equipment.

Compensation:

Salary: Competitive and commensurate with experience.

Benefits: Health insurance, retirement plan, paid time off, and other benefits as per municipal policies.

Application Process:

Interested candidates should submit a cover letter, resume, and references to [insert application instructions here].