



## Public Works/Water Director Job Description

<b>Job Title:</b>	Public Works/Water Director	<b>Department:</b>	Public Works
<b>Reports to (Title):</b>	City Manager	<b>FSLA:</b>	Exempt
		<b>Salary Range:</b>	\$96,633 - \$143,453

### SUMMARY

Under the general direction of the City Manager, manages and directs all activities and operations involving the City's Public Works/Water (streets, street maintenance, utilities, infrastructure, drainage, water system, and engineering) development of future facilities and public works/water projects, and management of existing facilities and projects. Addresses citizen complaints, both verbal and written, related to the Department's operations.

**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 accommodations may 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:*

### JOB FUNCTIONS

- Provides leadership and administrative direction on major public works/water activities, including streets, drainage, construction inspection, city owned septic facilities, and water utilities.
- Supervises and maintains the City of Shavano Park Water System and infrastructure.
- Provides capital improvements planning and recommend options for public works projects and capital improvement programs for the City's 5-year Capital Improvements Plan.
- Prepares and evaluates cost estimates in construction and repair projects.
- Supervises capital improvement projects; review specifications; reviews plans; coordinate schedules for architects, engineers and contractors; and coordinate all phases of construction.
- Directs subordinates' activities relating to managing and overseeing of major projects while under construction.
- Ensures contractual agreements are met and that the City is properly serviced by the construction and installation of facilities and improvements made by contractors.
- Provides management direction in all hiring, termination, training, and evaluations of personnel within each area of responsibility (department or division).
- Represents the City at public and private meetings and conferences relating to City business.
- Effectively and courteously communicates with the public and employees, in person, on the telephone, and in writing.
- Communicates on a proactive basis to resolve citizen complaints as they arise.
- Skillfully and tactfully addresses the general public and elected officials individually or group settings.
- Work schedule, will include evenings, weekends, holidays, and on-call.
- Performs additional duties as assigned.

### EDUCATION AND EXPERIENCE

Bachelor's Degree in Civil Engineering, Business, Public Administration, OR related field (preferred); AND three (3) years of public works management experience, OR equivalent combination of education, training, and experience. Thorough knowledge of laws and regulations pertaining to civil engineering and public works improvements. Experience in negotiating, preparing, and letting contracts for public works projects on behalf of the City.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

- Texas State Class C Driver's License is required.
- Texas Commission on Environmental Quality Class C Groundwater License (must obtain Class D License within four months / must obtain Class C License within two years)
- Certified Flood Plan Manager (preferred).
- Certified MS4 operator (or must be obtained within six months)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of laws and regulations pertaining to civil engineering and public works improvements.
- Experience in negotiating, preparing, and letting contracts for public works projects on behalf of the City.
- Ability to write clear and complete engineering specifications and calculate manpower, costs, and time required to complete engineering projects.
- Modern methods and applied theory used at water well sites, distribution system, standard operating procedures for process control and regulatory testing of drinking water, and ability to interpret TCEQ rules and regulations.
- Principles of management, supervision, and training of public works team.
- Regulatory record keeping.
- Local government practices and procedures.
- Communicate effectively both written and orally.
- Ability to understand, interpret and carry out oral and written instructions.
- Ability to use Microsoft Office and other computer operations.
- Ability to manage the budget within assigned department.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to oversee implementation of major construction projects.
- Ability to operate and understand SCADA
- Ability to multi-task

## **PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT**

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

While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 50 pounds. Work is performed in a climate-controlled environment and exposure to hot/cold conditions outdoors. This is a department head level, which requires working some evening, weekend hours, and emergency operations.