

DIRECTOR OF PUBLIC WORKS

Reports to: Mayor
Position Control No.: 01212

Department: Public Works
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under general direction of the Mayor, administers the operation and management of the Public Works Department to include Street & Bridge, Construction Services, Building Maintenance, Fleet Management, Rainwater Pump Stations, Sanitation, Utilities, and does related work as required.

ESSENTIAL FUNCTIONS:

- 1 Directs and evaluates the activities of department heads and departmental superintendents and supervisors, which includes planning, supervising, and coordinating the design, construction, and maintenance of infrastructure including streets, drainage, solid waste management, equipment operation and maintenance, water distribution, sewer collection, the rainwater pump stations, and the wastewater treatment plant.
- 2 Manages the scheduling of the most efficient use of manpower and equipment.
- 3 Reviews work in progress and upon completion at various work sites.
- 4 Advises subordinates on work methods, policies and materials.
- 5 Prepares estimates on construction jobs and related improvements.
- 6 Coordinates work of the departments and the divisions within each department.
- 7 Prepares and submits progress production and status reports as required.
- 8 Prepares annual reports and budgets.
- 9 Develops policies, procedures and long range plans for implementation within the departments.
- 10 Works with engineering consultants to develop plans and specifications.
- 11 Directs selection, training and disciplining of personnel.
- 12 Prepares specifications and approves purchases of materials, supplies and equipment.
- 13 Effectively and courteously communicates with public and other employees by telephone and in writing and in person.
- 14 Develops special reports and makes presentations both orally and in person, in private or public meetings.
- 15 Sits for extended periods of time writing and reviewing reports, correspondence and compiling statistical data
- 16 Handles customer complaints. Works with Legal to manage claims and lawsuits.

QUALIFICATIONS:

1. Bachelor's degree in engineering and a State of Texas Professional Engineer's license preferred.
2. Five (5) to seven (7) years' experience in municipal public works administration or a related field required.
3. Valid Texas State Driver's license, Class C required.
4. Skilled in public presentations, coordination and negotiations.

PHYSICAL REQUIREMENT:

1. Required to stay in Texas City during extreme weather events, (i.e. tropical storms, hurricanes, etc.), to manage pump station and levee operations. Subsequent to such inclement weather events, coordinates and supervises clean-up operations.
2. Must be able to lift 50 pound boxes.
3. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date