

JOB DESCRIPTION FOR PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

POSITION: DIRECTOR OF PUBLIC WORKS STARTING ANNUAL SALARY: \$84,000

BENEFITS: Paid Holidays, Paid Vacation and Paid Sick Leave. Paid Medical Insurance. TMRS Retirement System, Longevity and Compressed Work Schedule.

Title of immediate supervisor: City Manager

MAJOR DUTIES:

- Supervise the employees of the Street, Drainage, Sanitation, Water, Wastewater, Shop & Park/Recreation.
- Report monthly to the City Council and other City Boards and Committees
- Prepare & submit to the City Manager an annual budget for each department of the public works.
- Enforce all city ordinances relating to the Public Works Department
- File and maintain all the necessary reports to the state and federal agencies.
- Supervise all safety sensitive functions of the department.
- Plan, design, review and inspect right-of-way construction projects.
- Management of all drainageways, enforce the City's Storm Water Management Plan.
- Responsible for compliance with the Manual on Uniform Traffic Control Devices, or MUTCD.

JOB COMPLEXITY:

- Performs safety sensitive functions.
- Must make sure all streets and public right-of-way are up to standard.
- Performs manual physical tasks that involve making above and below ground inspections.
- Ability to perform physical tasks and handle moderate lifting.
- Protects the citizens from all health and safety nuisances.
- Supervises approximately 25 employees.
- Keep the workplace drug free and make sure all employees have a safe working environment.
- Follow all state laws governing Public Works
- Ability to train supervisors to be the most efficient possible.

RESPONSIBILITY:

- Responsible for the safety of all public works employees
- To protect the residents of the city from improper construction work
- To protect the residents and occupants from public nuisances
- To follow up on all complaints regarding streets, sanitation, water, wastewater, and drainage
- To make and report on the budgetary operations of the Public Works Department
- File all necessary reports.
- When applicable, be able to report to all boards and Committees of the City of River Oaks
- Oversee all public works of the City of River Oaks
- Follow up on citizen complaints.
- Department Head

IMPACT OF WORK

- The nature of duties performed is essential to the maintenance and improvements to the city parks, community center, streets, water, wastewater, drainage, and sanitation departments. The nature of the duties is essential to the water capacity and protection of the city's water supply. The

I HAVE READ THIS PAGE

_____ (Employee Initials)

duties of this department also impact the proper disposal of wastewater and storm water of the City of River Oaks.

COMMUNICATIONS/PUBLIC CONTACT

- Extensive personal contact with residents
- Must have good public relations abilities.
- Ability to speak before Boards and Committees
- Ability to perform community information programs when requested.

SUPERVISION

- Answers to the City Manager.
- Complete Supervision of every Public Works Employee in accordance with the City Charter.

WORK HAZARDS

- Employee must work outdoors, among traffic and is constantly around heavy working machinery.
- Employee may have limited contact to hazardous and non-hazardous chemicals in the workplace.

KNOWLEDGE/SKILLS/ABILITIES

- Must be a high school graduate, preferably with some college hours.
- Surface Water Treatment Plant operator experience preferred.
- Needs to hold a valid Distribution Water License issued by TCEQ.
- Needs to hold a valid Wastewater Collection License as issued by TCEQ.
- Prefer that applicant holds at minimum a valid class "CDL" commercial driver's license issued by the Texas Department of Public Safety
- Must obtain within 2-years of appointment as Public Works Director a Class "C" Surface Water License issued from the TCEQ.
- Must obtain within 5-years of appointment as Public Works Director a Class "B" Surface Water License issued from the TCEQ.
- Ability to follow safety rules and regulations.
- Must have a good driving record.
- Ability to read and write and to understand and follow oral instructions.
- Ability to train other employees on M.S.D.S. sheets.
- Must be able to complete supervisor training for drug and alcohol.
- Must be computer literate.
- Subject to 24-hour call
- Ability to train and educate employees on all phases of safety in the workplace.
- Ability to make department budgets.
- Plan checking, map reading skills.
- Ability to design recommendations to correct problems associated with water, sewer, drainage, inspections, streets, and solid waste disposal.
- Ability to design capital improvement plans.
- 5-years in Supervision experience in the public works field is preferred.

CONDITION OF EMPLOYMENT

- Must pass physical and back screening test.
- Be in good physical condition.
- Must pass Drug Screening
- Must pass extensive security clearance and background checks.
- Good driving record
- Meet all public works licensing requirements.

I HAVE READ THIS PAGE

_____ (Employee Initials)

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without reasonable accommodation**.

Signature of Applicant or Employee

Date: _____

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature)

(Printed Name)

Date: _____

APPROVED BY:

Department Head

Printed Signature

Date: _____

I HAVE READ THIS PAGE _____
(Employee Initials)