



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Director of Public Works	LAST UPDATED:	01/04/2016
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Deputy City Manager	FLSA DESIGNATION:	Exempt

Summary: Under administrative direction of the Deputy City Manager, oversees, manages, administers and directs the operations of the Public Works Department including Streets, Utilities, Meters, Right-of-Way, Water Resources, Utility Operations, Stormwater and Environmental Services Divisions. Plans, develops and implements maintenance, improvement, upgrade, and installation of streets, water and sewer lines, and meters. Supervises assigned staff of the Public Works Department.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Plans, directs and administers the daily operations of the Public Works Department.
- Prioritizes, assigns and manages ongoing maintenance projects.
- Assists direct reports in the supervision and career development of department personnel.
- Maintains direct and close supervision of the operation of the water system through Supervisory Control and Data Acquisition (SCADA) automated computer operation control system and monitors for all federal and state drinking water regulations.
- Conducts safety investigations within the City including water system integrity, sanitary sewer problems, drainage problems, road conditions, and traffic control safety.
- Coordinates all contracts with the North Texas Municipal Water District (NTMWD) for delivery of potable water, operation of wastewater treatment facilities, implementation of wastewater pretreatment program, and operational issues related to compliance with all applicable regulations.
- Develops and monitors annual budgetary projections and justifications and submits annual department budget requests.
- Develops long and short-range plans, goals and objectives to meet the demand for services.
- Responds to inquiries and complaints from residents, vendors, contractors and consultants.
- Conducts field inspections of work in progress or upon completion.
- Remains on-call to monitor and troubleshoot operations of the water control system.

Other Important Duties:

- Prepares and submits regulatory reports and responses on scheduled basis.
- Travels to inspection sites and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of civil engineering practices and principles related to Public Works facilities, water/sewer collection, treatment and distribution, water conservation and drought contingency plans, street construction and traffic control.

- Knowledge of management and administration of a municipal public works department.
- Knowledge of materials, supplies and construction material requirements and specifications.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in conducting inspections, investigations, and monitoring for compliance with rules, regulations, codes and ordinances related to Public Works Department services and programs.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Civil or Environmental Engineering or related field, **and** eight (8) years construction management experience, three (3) years of which is in a managerial or supervisory role; **or** equivalent combination of education and experience.
- Preferred TCEQ certification in water/wastewater operations
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, construction and treatment facility environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling and lifting such as reviewing plans and specifications, conducting on-site inspections or investigations.
- May be subject to responding to emergencies on an on call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater and underground utilities.
- Must be able to lift up to 25 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, two-way radio, cellular telephone, and department vehicle.

Approved By:



 Henry Hill, Deputy City Manager



 Date



 Shannon Ally, HR Generalist

01/04/2016

 Date