

Public Works Director

Department: Public Works

Division: Streets and Parks

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$64,175.00 - \$83,200.00 Annually

\$5,347.92 - \$6,933.33 Monthly

\$30.85 - \$40.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required. A Bachelor's Degree in Public Administration, engineering or related field is preferred. Seven (7) to ten (10) years of professional and supervisory experience in public works, preferably with a municipality.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

General Purpose

The Public Works Director will work under the direct supervision of the City Manager. This is a highly independent and responsible executive level position that supervises and directs the day-to-day operations of various Public Works Departments that includes, streets, parks and recreation, and fleet maintenance. Implements policies and instructions to ensure effective service delivery for all divisions of Public Works Department.

Typical Duties

- Maintains liaison with appropriate County, State, and Federal agencies.
- Establishes standards, plans, schedules, and procedures for expanding, operating, and maintaining the City's Public Works Infrastructure.
- Assesses the need for contract services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Appraises adequacy of facilities and develops plans and priorities for modification and extensions; evaluates soundness and efficiency of operations; supervises the installation of improvements; and develops work programs and budgetary estimates.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Develop the annual budgets and capital improvement needs in support of long range planning of City capital improvement plans or initiatives for each department with assistance from the various departments, and collectively monitor the progress of the budget throughout each fiscal year.
- Continuously update the defined stakeholders for all projects, update service delivery types, and work to serve their needs as well as protect their interests.
- Hire, assign, supervise, and evaluate department heads, managers and staff. Assist with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Serve as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Assists with city functions and special events and works on-call to handle emergency works as required or necessary.
- Performs other duties as required or necessary.

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Knowledge, Skills, and Abilities

- Application of some knowledge of public relations methods.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Application of good knowledge of research methods.
Knowledge in planning, operations, construction practices and materials used in design, engineering and configuration of Streets, Traffic, Drainage, Sanitary Waste Collection and other functions of the Public Works Department.
- Proven experience in developing and leading teams of people to accomplish public utility tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of municipal financial planning, budgeting and management.
- Communicate effectively, both orally and in writing, in a clear and professional manner.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines
- Skill in creating a professional department that is progressive, proactive and result driven and lead staff to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name