

Public Works Director

Job Description

Job description:

Public Works Director would be responsible to plan, direct, manage and oversee the activities and operations of the Public Works Department. Works under the administrative direction of the City Administrator. This is a highly independent and responsible position providing administrative and in the field direction and assistance, and leadership to the Public Works Department. Work responsibilities include providing professional management oversight, as well as assistance to public works operational programs including streets, electrical construction and distribution, storm water, water treatment and distribution, wastewater treatment and collection, and solid waste management. Must be able to demonstrate a strong managerial skill set regarding time management, prioritization, project management, budget management and the ability to effectively delegate authority in order to ensure the timely completion of a demanding workload.

Job Requirements

Education, training, experience:

Bachelor's degree in Engineering, Construction Technology, Public Administration or a related field, from an accredited college or university is preferred. Other related experience or knowledge maybe considered. A Class C and D license is required.

Minimum Qualifications and Standards Required

Knowledge:

Requires knowledge of budget preparation; methods, practices, equipment, and materials used in the construction, operation, and maintenance of streets, drainage systems, water, wastewater, solid waste, electrical distribution and personnel policies and procedures. Skill or ability to monitor and control a budget; select, train, organize, motivate, evaluate and effectively utilize staff; plan to effectively meet future city needs; deal effectively with the public in stressful situations; prepare concise and accurate reports; establish and maintain effective working relationships with co-workers and with other governmental entities; and maintain appropriate necessary certifications.

Experience:

A minimum of eight years' experience in Public Works planning, supervision, operations or related field. Four years of which must be or have been in a supervisory capacity, and at least three years within the state of Texas. Extensive computer experience required. Knowledge of MS Outlook, Word, Excel, and PowerPoint. Comprehensive knowledge of City Ordinances and Texas Administrative Codes for Water and Electrical Distribution, Wastewater Collection Systems;

Confidentiality:

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Reasoning Skills:

Able to effectively record, document and process information in a timely manner. Includes the ability to make decisions and make choices between policies, rules, or procedures.

Interpersonal Communication:

Ability to interpret and communicate to themselves and others rules, regulations, and guidelines prepared by City, State and Federal agencies on electrical construction and maintenance. Requires the ability to function and communicate with co-workers, representatives from other agencies or the general public both visually and verbally in a positive and professional and respectful way.

Language Ability:

Demonstrate proficiency in both oral and written communication. Able to read, analyze, and interpret general professional periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present info