

PUBLIC WORKS DIRECTOR JOB DESCRIPTION

GENERAL DESCRIPTION:

Directs and oversees all aspects of the Public Works Department. The Director shall plan, organize, implement and supervise activities related to the water system, sanitary sewer system, City streets, parks, animal control, storm water system, and building and grounds maintenance. Works under the direction of the City Administrator who gives guidance regarding City policy and City Council priorities. The City Administrator shall review and evaluate the Public Works Director.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

The following are examples of duties, responsibilities and expectations, not necessarily limited to the following and not enumerated in any particular order or priority:

- Flood plain Administrator under the supervision of the City Administrator.
- Supervises daily activities of the Public Works Department, Water and Wastewater Operators, Skilled Maintenance Workers, and Public Works Laborers.
- Oversees all road construction and maintenance.
- Oversees the daily operations of sewer treatment, pumping and disposal facilities.
- Maintains stockpiles of materials and supplies necessary for public works responsibilities.
- Controls the purchasing of materials and equipment necessary for public works responsibilities.
- Oversee independent contractors performing work for the City.
- Develops specifications for a variety of public works and utility related designs, construction and maintenance projects; and recommends contract awards.
- Maintains employee time sheets and attendance records as necessary.
- Prepares reports, analyses, and recommendations for Public Works projects.
- Ensures that water, street, storm water and wastewater systems are operated in compliance with City, State, and Federal laws.
- Prepares and presents the annual departmental budget.
- Possesses knowledge of safety principles and practices.
- Investigates and responds to complaints by the public regarding conditions of streets, water, sewer, storm drainage, parks, animal control and park.
- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel policy.
- Reviews plans submitted by independent contractors with the City Administrator.
- Reviews plans and monitors developments related to public works and utility matters and evaluate their impact on the City.

- Represents the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities.
- Oversees park system maintenance repairs and projects.

DESIRED MINIMUM QUALIFICATIONS:

Thorough knowledge of street construction and maintenance, water and sewer system operation and maintenance, parks and grounds maintenance, and building maintenance.

Ability to read and interpret blueprints.

Ability to effectively and accurately communicate orally and in writing with the City Administrator.

Must be able to perform and/or manage multiple tasks, projects, and priorities concurrently.

Must be an efficient self-starter and independent worker, with good attention to detail and good work habits.

REQUIRED LICENSES:

Class C Groundwater Treatment License from TCEQ.

Class C Wastewater Treatment License from TCEQ.

Class C Texas Driver License.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

GENERAL INFORMATION:

Please fill out the City of Bandera's application and submit a resume to citysecretary@cityofbandera.org or mail to PO Box 896, Bandera, Texas 78003.

Position will remain open until filled.