

Title: Director of Public Works

Department: Public Works

Reports To: City Manager

FLSA Status: Exempt



General Description of Position:

The Public Works Director provides leadership through planning, directing, managing, and overseeing the activities and operations of multiple divisions within the Public Works Department. Through subordinate managers and supervisors, in addition to direct-reporting staff, this individual is responsible for: public works operations; capital improvement project engineering and administration; transportation planning and engineering; solid waste management, land development engineering review, fleet management; facility maintenance, intergovernmental contracts; water and wastewater system operations and planning, and management of public rights-of-way.

They work under the broad policy guidance of the City Manager and manages, directs and controls the operations of the department following state and federal requirements, as well as other administrative and legislative policies, and the policies and ordinances of the City of Van Alstyne. This individual is primarily responsible for establishing and implementing departmental policies, effectively managing finances, and coordinating the use of all available resources in a manner that provides stability to the department and appropriate services to the community. They perform specialized work which requires the ability to exercise independent judgment, initiative, and discretion. The Public Works Director also completes projects and accepts additional responsibilities, as directed by the City Manager.

The Public Works Director has contact with numerous state, county and municipal government officials, members of other public works departments, and with civilian vendors and consultants who conduct business with the City of Van Alstyne. The Public Works Director supervises support staff, and responsibilities including ensuring that fair employment practices are observed.

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 be required to perform position-related tasks other than those specifically listed in this description.

Essential Duties and Responsibilities:

1. Represents the City of Van Alstyne in a professional, appropriate manner at all times
2. The following duties are typical for this position.
 - (a) Directs the financial management, operations and maintenance of water and wastewater utilities including wastewater treatment facilities, buildings and grounds, streets, lighting, and other public improvements;
 - (b) Responsible for the preparation and monitoring of the department budget;
 - (c) Directs ongoing research into new municipal public works technologies and trends, and recommends implementation of programs and equipment to help the department achieve its long and short-term objectives more efficiently;
 - (d) Identifies federal, state, and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them;
 - (e) Directs planning and management of complex capital improvement projects from inception through completion working with contract engineering services;
 - (f) Reviews contract bids and consultant design work; authorizes payment for services;
 - (g) Coordinates with city planning staff and contract engineering services to oversee proposed development projects and plan reviews for: drainage, paving, site improvements, sanitary sewer and water service, and public improvements for new subdivisions;
 - (h) Oversees the preparation of engineering designs; specifications; cost and quantity estimates of Public Works projects involving capital road, sidewalk, utility or building construction; and related activities;

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- (i) Establishes and maintains appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and the public;
- (j) Serves as the City's representative to committees and organizations concerned with improvements in the City's municipal facilities and services;
- (k) Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs;
- (l) Selects, places, promotes, motivates, trains, and disciplines Public Works Department personnel consistent with applicable laws, regulations and city policies and procedures;
- (m) Effectively advises City administrators and other department heads regarding public works issues, protection of the public and property, and personnel/labor relations issues;
- (n) Develops realistic and fiscally sound annual budget proposals; controls budgeted expenses; confers with the City Manager to assess the need for new equipment and personnel;
- (o) Prepares and reviews operational and administrative reports;
- (p) Develops and implements Public Works Department policies and procedures, revising and amending as necessary;
- (q) Works with state agencies to ensure the ongoing permitting required for the operation of the City's utility systems;
- (r) Provides leadership to promote safety of Public Works personnel; responsible to oversee the development, administration, and implementation of an effective Public Works Department safety program;
- (s) Ensures that citizen requests and/or complaints relating to departmental activities are investigated and resolved;
- (t) Directs ongoing research into new municipal public works technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently;
- (u) Participates in evaluation of appropriate employee compensation and benefit policies and procedures in cooperation with the City Manager and other city departments.

Education and Experience

Bachelor's Degree in Engineering, Public Administration, Business Administration, or a closely related field required. Ten or more years of progressively responsible management experience in the field of Public Works Administration with five or more years of experience supervising direct reports. Registration as a Professional Civil Engineer (P.E.) in the State of Texas is strongly preferred; an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.

Possession of or the ability to obtain and maintain throughout employment a valid Texas State driver's license, along with proof of insurability. Following an offer of employment and prior to starting work, satisfactory background clearance will be required.

Knowledge, Skills, and Abilities

Knowledge of:

- a. The laws, principles and accepted practices and procedures that apply to all aspects of the management of municipal public works systems;
- a. Civil engineering, design, and construction principles and practices;
- b. The standards by which the quality of public works service is evaluated, the use of automated and manual records systems and their application to public works administration;
- c. Applicable state and federal regulations related to water and sewer utilities, streets, storm water systems and land development;
- d. Federal and state funding sources and requirements;

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- e. Principles of effective personnel management.

Ability to:

- f. Prepare and update short- and long-range strategic plans to ensure the department's contribution to the City's overall plans and strategies;
- g. Identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps;
- h. Identify, implement, and refine the department's organizational structure to generate desired results as efficiently as possible;
- i. Exercise sound and ethical judgment in decision-making processes;
- j. Establish and maintain a working environment conducive to positive morale, individual style, personal discipline, quality, creativity and teamwork;
- k. Absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal and financial consequences;
- l. Communicate technical data and sensitive information to citizens in a clear and persuasive manner;
- m. Establish and maintain cooperative relationships with a variety of citizens, boards and other City staff;
- n. Respond to public inquiries and complaints in an effective manner using tact, patience and courtesy;
- o. Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council;
- p. Negotiate and administer contracts with outside vendors and service providers;
- q. Provide leadership, delegated responsibility, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals;
- r. Handle confidential information and material with the highest degree of professional responsibility;
- s. Take appropriate action to resolve departmental, operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions which are in the best interest of the City of Van Alstyne;
- t. Provide advice to and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of City services; Analyze and report on service impacts of proposed plans and developments on the City's utility and street infrastructure; assist in development, revision and administration of various utility and City comprehensive plans and zoning ordinances;
- u. Administer labor agreements and communicate effectively with organized personnel;
- v. Understand, evaluate and organize budget requests;
- w. Work independently and with little direction.

Physical Activities/Abilities

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; and frequently required to use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. The employee will operate a motor vehicle and two-way radio. Specific hearing abilities required by this job include the ability

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to hear alarms and audibly identify the presence of a danger or hazard. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

Working Conditions

The incumbent is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience, and courtesy. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Work is primarily performed indoors, although some work may be performed on-site at project locations with physical hazards that include adverse weather conditions, variable terrain, traffic, and construction equipment. Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

Compensation and Benefits

Compensation is \$110,000.00 to \$165,000.00 annually. Starting salary is commensurate with qualifications and relevant experience.

The Public Works Director is a full-time exempt position.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, tele-counseling, short/long term disability benefits paid as well as 50% of dependent health coverage!

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates **MUST** successfully complete a background check (including criminal history), drug screening and pre-employment physical. All candidates **MUST SUBMIT CITY APPLICATION** and resume to be considered to: City of Van Alstyne, Attn: Human Resources, 152 N. Main Dr.; P.O. Box 247, Van Alstyne, Texas 75495-0247.

Job Posting Closes September 15, 2023