

Job Title: **Public Works Director**

Classification: **Exempt-Executive**

Department: Public Works



Supervisor: City Manager

Effective: 01/16/2023

---

## **I. JOB SUMMARY:**

The responsibilities of the Public Works Director are distributed among different divisions including Public Works Administration, Solid Waste, Water Treatment, Streets, Traffic Signals and Drainage. The Public Works Director directs and manages the day to day, 24-hour operation and maintenance of two (2) water plants, one (1) sewer plant, forty-five (45) lift stations, six (6) water towers, and approximately three hundred and sixty-nine (369) miles of water and sewer lines. Prepares and manages a \$4 million to \$6 million organizational budget. Prepares reports for presentation at City Council meetings. Responsible for providing training and equipment to employees on safety, work performance, and computer literacy through video, literature or contract instructors. Individual is expected to exercise a high degree of professional expertise in the administration and day to day management of the department's operations, including, but not limited to, long-range planning of public works projects, solving job related issues, direct supervision of technical staff, field workers, operating crew, clerical staff, and oversight of projects for contract compliance. The individual will be expected to work outside the normal work hours of 8:00 a.m. to 5:00 p.m., Monday thru Friday, as it is not unusual to work twelve (12) hour days to include holidays and weekends. This position has supervisory and management responsibilities. Individual will perform other duties as assigned by supervisor and City Council, as needed.

## **II. EDUCATION & EXPERIENCE REQUIREMENTS:**

- A Bachelors Degree from an accredited college or university with major course work in Engineering, Construction Technology, Public Administration, Business Administration or a related field is preferred.
- A minimum of seven (7) years' experience in the area of public works, including pavement management, storm sewer drainage, water & sewer maintenance and construction, testing and monitoring, including four (4) years of administrative or supervisory responsibility.
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must have management and supervisory skills.
- Must be knowledgeable about regulatory permits and testing standards for water and wastewater in the State of Texas.
- Must have mechanical aptitude and knowledge of basic sciences concepts and applications.
- Must be able to research, recognize and implement new technologies in public utility organization and treatment processes.
- Must have knowledge and experience with Microsoft Word, Windows 95, Excel, Internet, and E-mail.
- Must be able to communicate proficiently in the Spanish and English language.

**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENT:**

- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to perform a wide range of tasks from field inspections to professional presentations.
- Ability to produce comprehensive reports using graphs, data bases, computers, and audio visuals.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a professional manner.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, other city departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on available data/criteria, laws and regulations, and city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy and procedures.

**V. EQUIPMENT/MATERIALS:** General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer (laptop)
- City Vehicle, Metal detector, Computerized metering
- Copier, Printer, Scanner, Fax
- Personnel Policy Manual
- City cell phone, 2-way radio
- Office furniture
- Various software applications

**VI. ESSENTIAL JOB FUNCTIONS:**

- Primarily responsible for the administration, planning, maintenance, construction and management of the City’s infrastructure, roadways, and storm water drainage systems.
- Responsible for managing and monitoring the department’s budget and recommends with regard to equipment and personnel requirements.
- Provides engineering design phase contract negotiations, appropriations, project management and administration of construction projects.
- Oversees construction advertisement and project award.
- Coordinates projects with Hidalgo County and the Texas Department of Transportation and oversees all materials testing for quality assurance on all Public Works construction projects.
- Reviews and coordinates all departmental requests for City Council approval and briefs the City Manager and City Council regarding progress on road improvement projects and/or related emergency needs.
- Responsible for managing and monitoring acquisition of right-of-way, as required for road improvement projects.
- Works closely with other departments to coordinate related projects.
- Plans work schedules to meet work progress, methods and quality of work.
- Organizes weekly internal staff meetings.
- Visits with citizens on problems with City services.
- Confers daily with City Manager and prepares reports.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- Attend ribbon cuttings.
- Responsible for providing press releases and information to the public regarding events, special occasions, or reports at the Department.

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Extreme Noise			X	
Vibration	X			

**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to document information. Gross hand manipulation is required to input data into computer and type memos and letters.

**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Tool totes and portfolios
	6-10 lbs	<b>F</b>	Tool totes and portfolios
	11-20 lbs	<b>O</b>	Small Tools
	21-25 lbs	<b>O</b>	Boxes, audio and visual equipment
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Tool totes and portfolios
	6-10 lbs	<b>F</b>	Tool totes and portfolios
	11-20 lbs	<b>F</b>	Small Tools
	21-25 lbs	<b>O</b>	Boxes, audio and visual equipment
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	While assisting crews in the field with equipment positions
	6-10 lbs	<b>O</b>	While assisting crews in the field with equipment positions
	11-20 lbs	<b>O</b>	While assisting crews in the field with equipment positions
	21-25 lbs	<b>O</b>	While assisting crews in the field with equipment positions
	26-50 lbs	<b>O</b>	While assisting crews in the field with equipment positions
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%**

**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	In and out of trucks and equipment
<b>BALANCING</b>	<b>F</b>	Tools an supplies
<b>STOOPING</b> (bending at waist)	<b>O</b>	Checking job sites
<b>KNEELING</b> (one or both knees)	<b>O</b>	Checking job sites
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Checking job sites
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>F</b>	Files, computers, equipment
<b>TWISTING/TURNING</b> (rotation)	<b>O</b>	Desk chair, checking job sites
<b>HANDLING</b> (manipulated objects)	<b>O</b>	Computer data and notebook computer
<b>FINGERING</b> (finger dexterity)	<b>O</b>	Phone and writing
<b>STANDING</b>	<b>F</b>	Phone and writing in the office and in the field.
<b>WALKING</b>	<b>F</b>	Phone and writing in the office and in the field.
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Tools an supplies

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date