



## CITY OF INGLESIDE JOB DESCRIPTION

### Public Works Director

<b>Department:</b>	Public Works
<b>FLSA Status:</b>	Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	19

#### POSITION SUMMARY

Performs complex advanced technical work planning, directing, administering, and supervising department activities to include parks, streets, vector control, buildings, water, and wastewater; maintaining files and records; preparing reports; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Director of Infrastructure Services and City Manager. Departmental supervision is exercised over all personnel within the department.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and supervises the construction and maintenance operations of parks, streets, vector control, buildings, water, and wastewater.
- Recruits and selects Department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Develops and administrates the department budget; recommends the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Plans, directs, and coordinates, through subordinate level supervisory and managerial personnel, work plans; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems
- Meets with subordinate supervisors to resolve more complex problems; sets deadlines and provides guidance and direction; develops, monitors, and enforces department procedures; researches and recommends operational changes.
- Provides project and construction management on various construction, water, and wastewater projects; reviews plans and blueprints for remodeling and construction projects.
- Oversees the purchase and maintenance of supplies, materials and equipment; coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy.
- Explains, justifies, and defends department programs, policies, and activities.
- Negotiates and resolves sensitive and controversial issues.
- Represents the Department to the general public; coordinates and/or facilitates Public Works activities with public service needs.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works administration.

**SUPERVISION RECEIVED AND EXERCISED**

- Departmental Supervision
- Under the direction of the Director of Infrastructure Services

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education** – Associates or Technical Degree with coursework in construction science, biology, chemistry, civil engineering, or related field.
- **Experience** – Extensive experience managing public works construction, maintenance, and operations including at least 10 years of supervisory experience, or equivalent combination of education and experience
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required, Class B preferred).
- **Special Requirements** – Must obtain a Texas Commission on Environmental Quality (TCEQ) Class D Wastewater License and Class D Water License within 1 year of hire date. May require possession of, or ability to obtain, additional specific licenses and/or certifications depending on departmental needs.

<b>Required Education:</b>	Associates/ Technical
<b>Required Experience:</b>	Extensive experience
<b>Combination OK?</b>	Yes
<b>License or Certificate:</b>	Valid Texas DL

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Comprehensive knowledge of the principals and practices of municipal streets, drainage, buildings and grounds, water, and wastewater operations.
- Comprehensive knowledge of municipal public works administration, planning and design.
- Thorough knowledge of the equipment and materials used in the construction, maintenance, and repair of streets, infrastructure, and related public works facilities.
- Thorough knowledge of mechanical systems, construction, and heavy equipment.
- Thorough knowledge of hazards and safety precautions associated with type of work.
- Ability to review and analyze plans and specifications for the construction of public facilities.
- Ability to formulate comprehensive operational policies and procedures.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare complex technical reports.
- Ability to supervise the work of a large staff.
- Ability to establish and maintain effective working relationships with associates, architects, contractors, developers, engineers, government agencies, local officials, public safety personnel, and the general public

<b>Admin.:</b>	memos, letters, and reports.
<b>Supervision:</b>	All staff
<b>Training:</b>	Assigns

**PHYSICAL DEMANDS**

*The physical demands herein 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 these essential job functions.*

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions.
- Work is generally in a quiet location (e.g. business office), and occasionally in a noisy location (e.g. on or near noisy equipment).

<b>Weight:</b>	10-50 lbs.
<b>Environment:</b>	Noisy
<b>Physical Activity:</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300, and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date