

CITY OF LEON VALLEY
JOB DESCRIPTION

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

FLSA STATUS: Exempt

EFFECTIVE DATE: May 12, 2006

JOB SUMMARY:

Under the general direction of the City Manager, administer the function of the Public Works Department. The Public Works Department maintains the infrastructure of the City. This includes the streets, curbs, sidewalks, traffic control devices, drainage, parks, the water and sewer facilities, buildings and other related infrastructure. Fleet management and the Storm Water Management Program are also provided thru Public Works. Additionally, the Department manages and coordinates with the utilities and garbage franchised operators. Included is the operation of the Underground Utility Construction Permit system. The Director performs other duties related to the proper function of the City as may be assigned.

ESSENTIAL JOB FUNCTIONS:

Confer with management, staff, other Departments of the City, the City Engineer and other professional consultants to the City as needed to discuss projects and needs and coordinate activities;

Coordinate Departmental activities to insure that city policies, programs and projects are planned, scheduled, implemented and completed in a timely, cost effective and professional manner;

Assess the needs of the City's infrastructure and develop programs to address these maintenance and operations needs;

Investigate and respond to public concerns about the City's infrastructure or other needs;

Read, write and understand written instruction, reports, documents, plans, plats, construction specifications and drawings; converse fluently in English;

Perform administrative functions such as preparing and presenting studies, written and oral reports, approve expenditures, enforce City policies, procedures and work rules;

Prepare and review evaluations of the Departments employees on a timely basis;

Prepare specifications and plans for the construction or repair of facilities or for the purchase of equipment through the City's Purchasing Department;

Participate in the recruitment of employees; assign, direct and evaluate personnel;

Oversee the development, training and progress of the Department's personnel to allow for skill improvement and the maintenance of required licenses or acquisition of certificates;

Counsel and discipline personnel;

Prepare and manage the department's budget;

Use tact, diplomacy and discretion as required;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken when needed;

Have a working knowledge of building codes, safety codes;

Have specific knowledge about Trench Safety. Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies or procedures of the City, State or Federal regulations;

Communicate effectively and courteously with City officials, City Manager, Department Heads, public, employees, business representatives, and the media in person, in writing, over the internet, by telephone or other electronic media;

Proficient with Windows 2000/XP operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access;

Must possess a working knowledge of general office equipment, procedures, and operations;

Required at times to work a flexible schedule, including evening hours, weekends or holidays;

and Must not pose a threat to the health and safety of self or others.

EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

Bachelor's degree is preferred particularly in Civil Engineering or Public Administration;

Other experience may be considered at the discretion of the City;

A valid Texas Motor Vehicle License is required with the ability to remain eligible to drive under the City's driver evaluation program;

A grade C or higher Water Operators Certificate is preferred; and

All licenses and certifications must be current and valid.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Seven years of progressively responsible experience in municipal maintenance and management, to include experience in fleet, facility infrastructure, construction trades, personnel management, and budgeting is desirable with three years in a supervisory capacity;

Ability to plan, organizes, coordinate, manage, control and evaluate the performance of subordinate personnel;

Ability to establish and maintain effective working relationships with the City Manager, other department heads, other governmental entities and the public;

Ability to communicate and understand written and oral instructions;

Must have good prioritizing and problem solving abilities, to include understanding financial budgets, cost data, units of expression (cubic feet, etc.), water and sewer rate expressions;

Ability to maintain discipline and morale;

Ability to teach and practice sound safety and work habits;

Classroom training on traffic management and safety in the work zone; and

Must have familiarization with the Texas Manual of Uniform Traffic Control Devices.

PHYSICAL DEMANDS:

Able to work outside in all seasons including extreme temperatures and other inclement weather. Moderate exposure to dust and noise levels. Executing work involves standing, walking and driving, along with some associated climbing and crawling, pushing and pulling, bending, stooping and squatting, twisting and reaching above the shoulders, and kneeling. Must be able to walk rough terrain, climb ladders, stairs and ramps. Crawl over or under obstacles. Work on irregular surfaces and high elevations. Requires the daily use of a computer, telephone and driving a vehicle to conduct work, must be able to communicate clearly over a radio.