



# City of Big Sandy

PO Box 986 ~ Big Sandy, Texas 75755  
903.636.4343 ~ 903.636.4413 fax

## PUBLIC WORKS DIRECTOR

---

---

### JOB DESCRIPTION & PERFORMANCE REQUIREMENTS

<b>Position Title:</b>	<b>Public Works Director</b>
<b>Department:</b>	<b>Public Works</b>
<b>FSLA:</b>	<b>Full-time, Exempt</b>
<b>Supervisor:</b>	<b>City Administrator and Mayor</b>
<b>Pay Range:</b>	<b>Depending on Experience</b>

**Job Summary:** The Director of Public Works manages and directs all activities and operations involving the City's public works (streets, parks and street maintenance, utilities [sanitation, wastewater and water], infrastructure, construction inspections and drainage), development of future facilities and public works projects and management of existing facilities and projects. The Director is also responsible for addressing citizen complaints (verbal and written) related to the public works operations and completing required reports related to the Public Works Department.

#### **Essential Duties and Responsibilities:**

1. Provide leadership and administrative direction with respect to all public works activities, which includes management of streets, drainage, construction inspections, and all utilities (sanitation, wastewater and water).
2. Prepare and evaluate cost estimates to facilitate construction and repair projects.
3. Monitor capital improvement projects, including reviewing project specifications and plans.
4. Practice safety rules and accident prevention measures, including setting up work zones and proper use of safety equipment at all times.
5. Ensure contractual agreements are met and that the City is properly serviced by the construction and installation of facilities and improvements made by contractors.
6. Provide management direction in the hiring, training, and evaluations of personnel within the department.
7. Work proactively to resolve citizen complaints as they arise.
8. Direct the development of budget requests for the Public Works Department.
9. Review and approve purchases in accordance with the City of Big Sandy Purchasing Policy.
10. Prepare the proposed operating budget.
11. Complete all required reports on time.
12. Perform all duties as assigned and required.
13. Comply with the City of Big Sandy Personnel Policies, including arriving at work on time, maintaining a reliable level of attendance and following an assigned work schedule.
14. Effectively and courteously communicate with the public, employees and elected officials in person, on the telephone, and in writing.
15. Maintain confidentiality of all records and information.
16. Operate a computer terminal and printer to compile, enter, modify record and retrieve a wide variety of documents, reports, records, letters and other material.
17. Represent the City at public and private meetings and conferences involving public works.

## Minimum Requirements:

- Class C Ground Water Treatment Operator License from Texas Commission on Environmental Quality (TCEQ).\*
  - Class C Waste Water Collection Operator License from TCEQ.\*
  - Class C Texas Driver's License.
  - Comprehensive knowledge of Texas Administrative Codes, as well as other federal, state and local rules and regulations relating to water distribution, wastewater collection systems and public works; and be able to demonstrate this by meeting all federal, state and locally mandated monitoring and reporting requirements.
  - Competency with computers, including programs such as Microsoft Excel, Outlook, and Word.
- \*Both licenses must be held or obtainable within 12 months of accepting position.

## Competencies:

If hired, your job performance will be evaluated based on five competencies:

- 1) Job Performance; 2) Teamwork; 3) Customer Service; 4) Flexibility; and 5) Work Ethic

## Skills:

- Possess a working knowledge of English, both speaking and writing, including spelling and grammar
- Ability to be alert, pleasant, have good communication skills, and develop effective working relationships with the public, co-workers and elected officials
- Ability to retain information confidentially and securely, and follow procedures
- Ability to maintain accurate record keeping, organization and maintenance of files
- Learn and correctly interpret and apply the laws, codes, policies and procedures related to all city operations
- Understand and carry out oral and written instructions
- Ability to perform work under minimal supervision
- Effectively meet deadlines

## Work Environment:

The physical demands and the work environment described are representative of those that must be met by the Public Works Department Director to successfully perform the essential functions of this job. The work environment is primarily outdoors with moderate exposure to unusual elements such as extreme temperatures, dirt, dust, and/or loud noise but occasionally will be in a climate-controlled office. This work environment also involves occasional exposure to hazards or physical risk.

## PHYSICAL DEMANDS include the following on a frequent basis:

1. Ability to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk and sit.
2. Bending, climbing, kneeling, reaching, sitting, squatting, standing, talking, walking, hearing/listening, seeing/observing, and performing repetitive motions.
3. Lifting up to 50 pounds.
4. Specific vision abilities: close, distance, and peripheral vision, depth perception, and the ability to adjust focus.

**NON-PHYSICAL DEMANDS** may include: working closely with others as a member of the team. Time pressures, performing multiple tasks as well as frequent changing of tasks, maintaining composure when dealing with unhappy customers and working under distractions (telephone calls and other disturbances). Travel, attendance at meetings, and work outside normal business hours may be required.

## DISCLAIMERS: This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not an employment agreement or contract. The City of Big Sandy has the exclusive right to change this job description at any time without notice.

**The City of Big Sandy is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Big Sandy will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

**A criminal history, driver's license check and drug test are required for employment.**