

## **JOB DESCRIPTION FOR PUBLIC WORKS DIRECTOR**

**DEPARTMENT:** PUBLIC WORKS

**POSITION:** DIRECTOR OF PUBLIC WORKS

**SALARY:** Negotiable based upon experience

**Title of immediate supervisor:** Mayor/City Administrator

### **MAJOR DUTIES:**

- Supervise the employees of the Street, Sanitation, Water, Shop, Park/Rec and Inspection Departments
- Report on a monthly basis to the City Council and other City Boards and Committees
- Enforce all city ordinances relating to the Public Works Department
- File and maintain all the necessary reports to the state and federal agencies
- Supervise all safety sensitive functions of the department
- Any other duties directed by the Mayor and City Council

### **JOB COMPLEXITY:**

- Performs safety sensitive functions
- Must make sure all streets and public right-of ways are up to standard
- Performs manual physical tasks that involve making above and below ground inspections
- Protects the citizens from all health and safety nuisances
- Supervises approximately 25-employees
- Keep the work place drug free and make sure all employees have a safe working environment
- Follow all state laws governing Public Works
- If applicable, train supervisors of all departments to be the most efficient as possible

### **RESPONSIBILITY:**

- Responsible for the safety of all public works employees
- To protect the residents of the city from improper construction work
- To protect the residents and occupants from public nuisances
- To follow up on all complaints regarding streets, sanitation, water, and drainage
- To make and report on the budgetary operations of the Public Works Department
- File all necessary reports
- Oversee all public works of the City of River Oaks
- Follow up on citizen complaints
- Ability to design and report to any Board of the City on any proposed or necessary improvements to the city's Public Works
- Department Head

### **IMPACT OF WORK**

- The nature of duties performed is essential to the maintenance and improvements to the city streets, water and sanitation departments. The nature of the duties is essential to the water capacity and protection of the city's water supply. The duties of this department also impact the proper disposal of wastewater and storm water of the City of River Oaks.

I HAVE READ THIS PAGE

\_\_\_\_\_ (Employee Initials)

## **COMMUNICATIONS/PUBLIC CONTACT**

- Extensive personal contact with residents
- Must have good public relations abilities
- Ability to speak before Boards and Committees
- Ability to perform community information programs when requested

## **SUPERVISION**

- Answers to the Mayor or his designee
- Complete Supervision of every Public Works Employee in accordance to the City Charter

## **WORK HAZARDS**

- Employee must work outdoors, among traffic and is constantly around heavy working machinery
- Employee may have limited contact to hazardous and non-hazardous chemicals in the workplace

## **KNOWLEDGE/SKILLS/ABILITIES**

- Must be a high school graduate preferably with some college hours
- Must hold a valid water and sewer license with TCEQ.
- Hold a valid class "CDL" commercial drivers license issued by the Texas Department of Public Safety (Recommended)
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle moderate lifting
- Must have a good driving record
- Ability to read and write
- Ability to understand and follow oral instructions
- Ability to read, understand, communicate and train other employees on M.D.S. sheets
- Must be able to complete supervisor training for drug and alcohol
- Must be computer literate
- Subject to 24-hour call
- Ability to train and educate employees on all phases of safety in the workplace
- Ability to create and administer a department budget
- Plan checking skills
- Map reading skills
- Ability to design recommendations to correct problems associated with water, sewer, drainage, inspections, streets, and solid waste disposal
- Ability to design capital improvement plans
- Minimum 5-years in Supervision experience in the public works field
- Experience in Building Maintenance
- Clerical experience

## **CONDITION OF EMPLOYMENT**

- Must pass physical
- Be in good physical condition
- Must pass Drug Screening
- Must pass extensive security clearance and background checks
- Good driving record
- Meet all public works licensing requirements

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\_\_\_\_\_ (Employee Initials)

**APPLICANT VERIFICATION:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**INTERVIEWER OR SUPERVISOR AFFIDAVIT:**

If applicable, reasonable accommodations can be provided for as stated above:  Yes  No  
Provide reason reasonable accommodation cannot be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Signature

Date: \_\_\_\_\_

I HAVE READ THIS PAGE \_\_\_\_\_  
(Employee Initials)