[**Public Works Director**](https://tml.careerwebsite.com/job/public-works-director/70609965/)

**City of West**

West, Texas, United States **(On-Site)**

**Salary Range:  $75,000 - $90,000**

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**Description**

**Job Summary:**

The Public Works Director under the direction of the Mayor will direct the operations and administration of the Public Works department. The Director shall establish departmental policies, procedures, and regulations, as well as assist in necessary budgeting and oversight of employees engaged in the operation and maintenance of the City’s public works infrastructure assets and facilities. Additional responsibilities include coordinating design and construction of City infrastructure projects; ensuring both public and private construction plans are compliant with federal, state, and local laws and ordinances; and representing the City’s interests in plans, programs, and major projects in discussion and coordination with City leaders, the public, civil engineers, consultants, contractors, neighboring communities, and other governmental agencies. Under general supervision, coordinates all functions related to the city's public works divisions including streets, water, wastewater, city parks and recreation, and fleet and property maintenance.  City vehicle will be provided.

**Essential Job Functions:**

* Provide direction and oversight regarding budgets, personnel, and work procedures to supervisors in public works departments
* Effectively and courteously communicate with members of the public, city council, employees and other local officials by phone, in writing and in person
* Field customer/citizen complaints, suggestions and requests; respectfully resolve customer and employee disputes
* Produce monthly reports and/or presentations for the public, staff and city council regarding public works issues
* Maintain regular contact with consulting engineers and construction project engineers as well as city, county, state and federal agencies, professional and technical groups and the general public regarding public works activities and services
* Perform project management related to public works and other assigned projects through preparation of engineering plans and specifications, bidding and selection criteria, equipment, materials and other items to ensure contractor compliance with established codes and regulations as well as time and budget parameters
* Evaluate needs of public works divisions and formulate short- and long-range plans as necessary to ensure effectiveness and efficiency of services
* Construction maintenance, upgrade and improvement techniques for municipal water and wastewater system operation.
* Water quality sampling procedures and laboratory procedures.
* Oversees all city owned parks and recreation.

**Regulatory Compliance:**

* Develop and submit reports required by regulatory entities.
* Coordinate the environmental review procedures to ensure timely procedural compliance with the Texas Commission on Environmental Quality and the Environmental Protection Agency.
* Maintains direct and close supervision of the operation of the water system through Supervisory Control and Data Acquisition (SCADA) automated computer operation control system and monitors for all federal and state drinking water regulations.
* Collect and disseminate environmental information to the public, organizations, and agencies.
* Manage City’s storm water municipal separate storm sewer system (MS4) permit and programs.
* Supervise and maintain regulatory documentation, files, reports, records, and information required by regulatory entities.
* Collect and assemble data and information.
* Coordinate collection of water samples for required water quality monitoring and reporting.
* Perform field inspections for compliance with environmental regulations and investigate potential environmental issues/concerns.
* Promote public environmental awareness and education.
* Evaluate and update environmental programs and standard operating procedures to comply with applicable rules and regulations.
* Create and revise applicable ordinances to meet regulatory requirements.
* Serve as the City’s liaison for regulatory-based committees.

**Working Conditions:**

Job is performed in both office and outdoor environments with frequent exposure to noise, dust, fumes, chemicals, extreme weather conditions, and close proximity to mechanical/electrical hazards. Position may require the following abilities: Stand, sit and walk for extended periods of time; regularly lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; working in confined spaces; working at elevated heights; climbing, reaching above shoulder level, using hand(s) for simple or firm grasping, bending, stooping, kneeling; reading a computer screen; depth perception;  color vision.

**Requirements**

**Required Education, Certificates, and/or Licenses:**

* Must be willing and able to obtain water and wastewater licenses:  Class C Groundwater and Class C Wastewater Treatment Operator  *(preference given to candidates already holding licenses)*
* Preferred to have/obtain a Texas CDL driver's license.
* Must be a citizen of the United States
* Must be at least 21 years of age.
* Must be a High School graduate, or its equivalent (GED).
* Must currently hold an active Texas Class “B” (or higher) driver’s license.
* Must speak, read and write in English; Bilingual preferred but is not required.

**Experience, Training, Knowledge, and Skills:**

Minimum seven (7) years of progressively responsible municipal public works experience; strong leadership and administrative abilities; effective communication skills; ability to read, analyze, and interpret complex documents; demonstrated capacity to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

* Must be able to understand, read and write instructions, and produce accurate and coherent reports.
* Ability to quickly evaluate difficult situations and recommend quick, effective and reasonable courses of action within established guidelines and protocols.
* Strong decision-making skills to be able to make the right decision quickly within established guidelines and protocols
* Must have planning and organization analysis experience.
* Must demonstrate effective management and leadership abilities.

\*To apply: submit city application and resume to [cityadmin@cityofwest.com](mailto:cityadmin@cityofwest.com) or apply in person at City Hall, 110 N. Reagan.

\*Job posting closes on May 24, 2024