

# Job Description



## Public Works Director/City Engineer

**Department: Public Works**  
**Reports To: City Manager**

**Salary Grade: M-20 \$86,250 - \$115,000**  
**FLSA: Management/Exempt**

### Purpose:

This position is responsible for directing and coordinating the operations of street, stormwater, water and wastewater services and performing engineering services to include the review of development projects and the oversight of all public infrastructure improvements. The position supervises the public works field operations director with administration of operation and maintenance for all public works processes.

### Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties as assigned.

- As Director you will be responsible for ensuring compliance with all applicable State, Federal, and local regulations relating to Water and Wastewater Operations as well as for those regulations related to Streets.
- Oversee all Capital Improvement Projects (CIP), specifically planning, design and construction activities
- Oversee and monitor the daily operations of Streets, Water, and Wastewater Departments.
- Review, comment and approve civil plans relating to public and private developments within the city limits and ETJ to assure new projects comply with applicable ordinances, development agreements and acceptable design practices.
- Monitor subdivision and commercial activity from design through the construction completion.
- Work closely with other department heads, engineers, developers and contractors regarding public works activities and projects.
- Identify infrastructure improvements necessary to accommodate projected growth and development.
- Administer the Floodplain Management Program and serve as the City's Floodplain Administrator.
- Coordinate utility relocation, easement and ROW acquisitions and ROW permits.
- Plan for minor city-initiated public works projects.
- Review and update as needed Technical Standards and Specifications Manual as needed.
- Administer contracted projects for the City as directed.
- Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution.
- Performs onsite field inspections when conflicts and/or disputes arise.
- Evaluates and authorizes all repairs, equipment maintenance and repair, and vehicle maintenance and repair, anticipates maintenance needs and other services and plans for availability of equipment, personnel and materials.
- Coordinate and prepare the Public Works budgets for presentation and consideration to the City Manager and City Council, including the fiscal management of such approved budget.
- Assures accurate records relating to repair and maintenance of water lines, sewer lines, streets, drainage and all other systems and equipment, including pump stations and lift stations maintained.
- Provide information to and communicate effectively and amicably with other city departments, engineers, county, state and federal agencies.
- Regular attendance to all needed City Council and other meetings.
- Performs other tasks, as required or assigned by City Manager.

### Knowledge, Skills and Abilities:

- Advanced technical knowledge of civil engineering and state laws pertaining to Public Works operations, including ability to read engineering plans.
- Knowledge of regulatory practices and reporting requirements for water and wastewater operations under TCEQ.
- Thorough knowledge of the principles of effective administration, to include planning, evaluating, directing, and supervising.
- Knowledge of the materials, methods and equipment utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and collection systems.
- Knowledge of the materials, methods and equipment utilized in the operation, construction, maintenance, and repair of municipal streets, drainage, and roadway systems.
- Ability to establish and maintain effective working relationships with employees and the general public.

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

# Job Description



## Public Works Director/City Engineer

**Department: Public Works**  
**Reports To: City Manager**

**Salary Grade: M-20 \$86,250 - \$115,000**  
**FLSA: Management/Exempt**

- Proficient understanding of all City safety rules and operating procedures.
- Ability to maintain proficiency and knowledge of current, upcoming and/or new regulations/legislation within areas of responsibility.
- Working knowledge of personal computers, including use of Microsoft Excel, Power Point, Word, and Outlook.

### Minimum Qualifications:

- Bachelor's Degree in Civil Engineering or closely related field.
- Seven (7) years' of progressively responsible experience in Engineering/Public Works, including three (3) years which shall be in a supervisory capacity, such as Assistant City Engineer or Assistant Public Works Director; Minimum three (3) years conducting plan review and inspection of public works projects; or an equivalent combination of education, training, certifications and experience in a municipal government in Texas.
- Valid Class "C" Texas Driver's License.

### Licenses and Certifications:

- Licensed Texas Professional Engineer.
- Texas Class "C" driver's license.

### Work Environment/Physical Requirements:

*The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment is primarily a climate-controlled office but may include outdoors in all types of weather, walking over rough or uneven surfaces for inspections or site visits.
- Some tasks involve standing and walking, or frequent lifting of items weighing between 5-50 pounds; or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- May encounter occasional stressful situations.
- Must be able to drive a City vehicle to oversee projects, perform inspections, and other functions.

### Preferences:

- Bilingual in English and Spanish

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

# Job Description



## Public Works Director/City Engineer

**Department: Public Works**  
**Reports To: City Manager**

**Salary Grade: M-20 \$86,250 - \$115,000**  
**FLSA: Management/Exempt**

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

---

Printed Name

---

Signature

---

Date

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*