



JOB DESCRIPTION

Salary: \$ 90,000- \$112,000/Year depending on experience/qualifications

Position is an Exempt Regular Full-time eligible for all City benefits

Director of Public Works: The responsibilities of this position include planning, directing, managing, and overseeing the activities, projects, and operations of the Public Works Department, which encompasses the Street Department, Water and Sewer Services, Water Plants, and Wastewater Plants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recommends and oversees (CIP) Capital Improvements Projects; plans, develops, and implements annual maintenance programs; advises City Council and City Manager on needs for present and future infrastructure; prepares and performs written and verbal presentations.

Ensure that water plants & wastewater plants comply with TCEQ standards; conduct routine inspections and analysis for improvements to city infrastructure; assist all utility departments with employee job and safety training.

Provides customer service support by assisting clients, developers, and engineers; Holds meetings with other city departments, developers, and citizens to address concerns, evaluate complaints, and discuss administrative and technical issues; stays current on City policies and standards; relays issues to City Manager and communicates information to appropriate parties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Principles and practices of civil engineering, including project planning, design, inspection, and construction; municipal role in the development process; principles and practices of contract administration and negotiation; applicable Federal, State, and local laws, ordinances, codes, and regulations; record keeping and reporting procedures.

Skills and Abilities: Analytical problem-solving; conduct studies, identify alternative solutions, determine cost effectiveness of proposed solutions, project consequences of proposed actions and implement

approved recommendations; interpret and apply City policies, procedures, rules and regulations; stay informed of new trends, innovations, standards and guidelines in the field of civil engineering; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; balance time pressures, take a leadership role during emergencies and work closely and effectively with others as a team.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree from a four-year college or university in public works-related studies preferred, and two (2) to three (3) years' experience as a Director of Public Works or five (5) to six (6) years as Assistant Director of Public Works for a larger community. Total years of education and experience will be taken into consideration.

CERTIFICATES, LICENSES, REGISTRATIONS:

Class "C" Water Operators and Class "C" Wastewater Licenses; valid Texas Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to lift and carry up to 25 pounds and to pull, push, or drag up to 50 pounds of materials and supplies; walk, run, climb, kneel, squat, stoop, bend, and sit while inspecting construction sites. Some physical exertion may be required for prolonged periods of time.

WORK ENVIRONMENT:

The work environment characteristics 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. This job is performed indoors and outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. This position entails some exposure to heights, mechanical, electrical, and chemical hazards, fumes, dust, and toxic waste hazards.

To apply for this position, please contact: HR@lagovistatexas.gov