

## **PUBLIC WORKS DIRECTOR**

Reports to: City Manager

Job Type: Full Time

Schedule: Monday-Thursday 7AM-5PM

### **Summary**

This position is responsible for overseeing all aspects of Public Works, Landscaping, Sanitation, Fleet Maintenance, and Sewer operations with a commitment to delivering high-quality services to the community.

### **Essential Duties and Responsibilities**

- Plans, develops, and oversees all activities related to street construction and repair, landscaping, solid waste collection, and fleet maintenance operations to ensure alignment with city goals and compliance with regulatory requirements
- Develops and administers general fund and sewer budgets and monitors expenditures totaling approximately
- Oversees the development and review of contractual specifications for bidding capital improvement projects, ensuring their completion
- Provides project recommendations, presentations, and reports to city administration and officials
- Leads the department by managing and guiding staff, providing direction, support, and supervision to ensure cohesive teamwork, productivity, and adherence to departmental goals and standards
- Ensures compliance with OSHA/TOSHA regulations; fosters a culture of safety within the department
- Maintains positive relationships with employees, officials, and committee members, addressing complaints and inquiries with professionalism and efficiency
- Performs other duties as assigned

### **Qualifications**

- Bachelor's degree in Civil Engineering, Industrial Management, Construction Management, Business Administration, or a related field
- 8 years of progressively responsible experience in public works operations, infrastructure maintenance, engineering, civil construction, civil inspection, or project management
- 3 years of supervisory experience
- Ability to obtain a Grade 1 or higher sewer collection operator's license within 1 year
- Ability to obtain Class B or A CDL within 1 year
- Availability after hours to respond to weather-related emergencies or urgent roadway needs
- Knowledge of construction and maintenance principals to include basic civil engineering, emergency procedures, occupational hazards, and safety precautions
- Knowledge of how to safely operate and maintain equipment, tools, and materials
- Ability to lift 100 lbs and push, pull, or drag 150 lbs or more
- Ability to bend, crouch, crawl, and stand for extended periods of time
- Ability to utilize standard office equipment and programming
- Ability to pass a background check, drug screen, and pre-employment physical