



# Public Works Director



Full-Time Exempt Position  
Salary Range: \$94,295 – \$113,445  
Plus Excellent Benefits

Application Deadline: **Friday, July 30, 2021 at 5:00 p.m.**



## THE LUCAS COMMUNITY

Lucas, Texas is a charming bedroom community located northeast in the Dallas-Fort Worth Metroplex. The community has unique features such as appealing rural atmosphere, animal friendly neighborhoods, exceptional educational systems, proximity to retail, low crime rate, high quality housing, and large lot sizes.

With a population of over 8,000, Lucas is expected to grow steadily as people leave the more urban areas of the metroplex and seek the higher quality of life that Lucas offers its residents. Most Lucas residents work outside of the City limits and commute within the Dallas area. Lucas enjoys a stable economy and has benefited from a robust economy in the metropolitan area. Given Lucas' convenient location, proximity to higher population density areas and the high quality of home sites available, the City continues to prosper economically.

The citizens of Lucas enjoy a unique quality of life that incorporates a rural lifestyle, family-friendly atmosphere, and natural beauty which is preserved through zoning that requires homes to be built on large lots. Lucas is primarily a residential community consisting of single-family homes and some commercial areas located along the outskirts of the City. Lucas is an affluent community where the average median income is \$160,278 and the average home market value is \$688,400.



The City's excellent educational system consists of six independent school districts including the Lovejoy Independent School District (LISD) which is consistently ranked as one of the best school districts in Texas. LISD has three schools located in Lucas: Joe V. Hart Elementary School, Willow Springs Middle School, and Lovejoy High School. There is also a private school, Lucas Christian Academy, that is located within the City.

Lucas has three public parks available to the public: Lucas Community Park, Kenneth R. Lewis Park, and Forest Creek Park. The Trinity Trail at Lavon Lake borders along the eastern boundaries of Lucas and is a 25-mile trail available for horse riding, hiking, running, and other recreational activities. Lucas also borders along Lavon Lake which provides convenient access for residents to enjoy activities on the lake.

Lucas continues to be a stable and attractive community due to being located outside the pressures and restrictions of intense urban life, and its convenient location relative to local and regional economic and recreational centers. Lucas continues to maintain an exceptional quality of life focused on family, a quiet country atmosphere, and surrounded by beautiful trees and open space.

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## THE CITY ORGANIZATION

The City of Lucas was incorporated in 1959 and is now home to over 8,000 residents. The City adopted its Home Rule Charter in 2008 and operates under the Council-Manager form of government. The City Council is composed of seven members, including the Mayor and six council members elected at-large and is responsible for enacting local legislation, adopt budgets, determine policies, and provide for the adoption and execution of the laws of the City. The City Manager is appointed by the City Council to serve as chief executive officer of the City for the proper administration of the City.

The City has an established organizational structure and a Leadership Team that reports to the City Manager. The Leadership Team includes the City Manager who appoints directors and key leaders in the organization to ensure City goals are accomplished.

The City currently has 39 full-time employees who staff departments in Administration, Finance, Development Services, Public Works/Engineering, and Fire-Rescue. Although the City does not have a police department, the City contracts with the Collin County Sheriff's Office for assigned deputies to patrol Lucas.

## THE CITY ORGANIZATION *(continued)*



The City has established LUCAS organizational values based on the following principles to ensure the provision of extraordinary public service:

- ❖ **Leadership** - influencing the behavior of others through positive role-modeling.
- ❖ **Understanding** - exercising good judgment and being tolerant of diverse perspectives.
- ❖ **Communication** - embracing transparency through the sharing of information.
- ❖ **Aspire** - demonstrating the desire to achieve.
- ❖ **Service** - having a passion for helping others.

The City is in excellent financial position with AA+ bond rating and current annual budget of \$13.5 million. The City has one of the lowest property tax rates in the Dallas-Fort Worth Metroplex. The current property tax rate is \$0.299795 cents per \$100 of valuation.

The City's conservative financial practices require the General Fund reserve and Water Fund reserve equal to at least six months of working capital (or 50% of expenditures). The City continues to receive the prestigious Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the tenth consecutive year.



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## THE POSITION

Reporting to the City Manager, the Public Works Director manages nine full-time employees including direct reports from the Management Analyst and Public Works Supervisor. This position performs complex project management, administrative, and technical professional work in the operations of the Public Works/Engineering Department. Operations of the department will include the oversight of a wide variety of construction projects, environmental management, drainage, overseeing public utilities infrastructure, and roadway maintenance activities. This position is responsible for a wide variety of public works projects and programs and must be able to provide exceptional customer service and be a solution orientated leader.

### Essential Functions:

- Determines work processes, procedures, work schedules, and monitors workflow to meet goals and objectives.
- Prepares and manages department budget in keeping with strategic goals, objectives and action steps as established in concert with the City Manager.
- Evaluates infrastructure need and formulates short and long-range plans to meet municipal goals and objectives.
- Analyzes and implements departmental policies and procedures consistent with best practices to achieve maximum efficiency and effectiveness of operations.
- Recommends, develops, implements, and maintains advancements in technology related to operations that will improve service to both the internal and external customer.
- Maintains information related to the Capital Improvement Program, and other plans related to the municipal infrastructure including storm drainage, street system, water system, related databases, and comprehensive plans.
- Coordinate activities of water distribution, wastewater collection, street construction, maintenance, and electrical distribution network.
- Determines applicable codes, regulations, and requirements for assigned projects; and reviews private project development plans for compliance with codes, regulations, standards, adequacy of applications for permits and compliance.

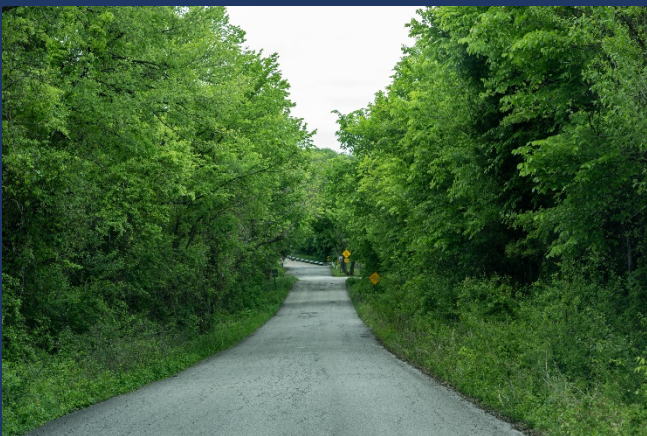


## THE POSITION *(continued)*

- Detailed task management and prioritization is required as well as efficient use of resources.
- Oversees review of applications for right-of-way permits and makes recommendations to approving authorities.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts, and oversees project management for the construction of municipal projects to ensure contractor compliance with time and budget parameters.
- Responds to inquiries related to department policies and procedures, responds to, and resolves complaints, evaluates issues and options for optimum customer relations management regarding municipal operations.
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups, and the public regarding division activities and services; and coordinates activities related to development of land and utilities for optimum results.
- Subdivision plat review to include coordination with Development Services Director to ensure compliance with City standards.
- Prepare and submit routine project update reports to the City Manager regarding ongoing construction, roadway, water, drainage, and other related projects.

### Secondary Functions:

- Performs all other duties as assigned by the City Manager.
- Serves as the City Engineer.
- Attendance and participation in committee and board meetings, including but not limited to the City Council, Planning and Zoning Commission, and Parks and Open Space, when items related to Public Works/Engineering are on the agenda and when requested.



## MINIMUM QUALIFICATIONS REQUIRED

- Bachelor's Degree in engineering, construction management, public administration, or related field.
- Prefer Master's Degree in a related field.
- Prefer registered as a Professional Engineer in the State of Texas.
- Must possess a valid Texas driver's license.
- Class C Water License or the ability to obtain such a license within twelve (12) months.
- Minimum of seven (7) years of comprehensive experience in a local government Public Works environment or private sector position with substantial experience in providing relevant services to local governments, with at least five (5) years in a management/administration leadership role.

## COMPENSATION & BENEFITS

Annual salary range is: **\$94,295 – \$113,445** depending on qualifications and experience.

The City of Lucas also offers an excellent benefits package which includes:

**Health, Dental & Vision Insurance:** 100% paid coverage for employee premiums.

**Life Insurance and Accidental, Death & Dismemberment (AD&D):** 100% paid coverage for \$50,000 employee life insurance coverage.

**Teladoc:** 100% paid coverage for employee.

**Benefits Stipend:** \$300 annual stipend for supplemental benefits.

**Long Term Disability**

**Employee Assistance Program**

**Texas Municipal Retirement System (TMRS):** Full-time employee contribution is 7% and the City of Lucas matches 2 to 1.

**Deferred Compensation:** A voluntary 457 Deferred Compensation Plan is available for employee participation.

**Holidays:** 11 fixed holidays per year.

**Vacation Leave:** Starting at 10 days (or 80 hours) per year.

**Sick Leave:** 96 hours per year (max accrual of 480 hours).

**Longevity Pay:** \$4.00 per month upon completion of a full year of service.

## HIRING PROCESS

To be considered for this outstanding job opportunity, please apply online at: [www.lucastexas.us/job-opportunities](http://www.lucastexas.us/job-opportunities).

To apply, submit the following to Human Resources:

- Application
- Resume
- Cover Letter
- Experience Highlights – Describe your experience in the following categories (please limit response to one page):
  1. Experience in overseeing a public works department.
  2. Project management.
  3. Fiscal aptitude and budgetary responsibility.
  4. Operational knowledge of a municipal water system.

All applications and documents must be submitted to Human Resources by 5:00 p.m. on Friday, July 30, 2021.

Following a review of the applications and documents received, only the most qualified candidates will be invited to participate in the interview process. Final appointment of the position will be contingent upon successful completion of a background investigation and drug screening.

The City of Lucas is an equal opportunity employer.

## CONTACT US

City of Lucas  
Human Resources Department  
665 Country Club Road  
Lucas, Texas 75002

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Website: [www.lucastexas.us](http://www.lucastexas.us)

