



City of Lucas -- Job Description

Position Title: Public Works Director
Pay Code: Pay Grade 20
Department: Public Works/Engineering
FLSA Status: Exempt
Revised: July 1, 2021
Emergency Status: Emergency Essential

Leadership

Supervisor: City Manager
Direct Reports: Engineering Management Analyst
Public Works Supervisor

Position Purpose

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 and procedures, prepares work schedules and monitors workflow to meet goals and objectives. Detailed task management and prioritization is required as well as efficient use of resources.
- Prepares and manages department budget in keeping with strategic goals, objectives and actions steps as established in concert with the City Manager.
- Evaluates infrastructure needs 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; and prepares necessary reports to support goals, objectives, and operational status.
- Recommends, develops, implements, and maintains advancements in technology related to operations which will provide optimum results in GIS, database management and sharing, records storage and retention, and other related elements 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 with North Texas Municipal Water District, Grayson-Collin Electrical Co-op, telecommunication providers, etc.
- 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 with approved plans, working with other professional and technical staff and consultants, as necessary.
- 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.
- Demonstrates exemplary leadership qualities in maintaining harmony within the public and seeks to resolve grievances with fair and equitable results regarding capital projects.
- 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 are on the agenda and when requested.

Capital and Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Prepares, oversees, and manages the Public Works and Engineering related budgets.

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities

- Considerable knowledge of contemporary public works operations, practices, and methods as applicable to a municipal setting.
- Ability to develop a thorough knowledge of applicable City policies, laws, and regulations affecting department activities.
- Skill in operating applicable tools and equipment, as listed.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to conduct research and compile comprehensive reports.
- Demonstrated ability to successfully organize and manage capital projects.
- Ability to understand and manage high-profile, sensitive, or controversial political situations.

❖ Formal Education/Certification/Licenses

- 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.

❖ Prior Experience

- 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.

Tools and Equipment Used

Personal computer, Geographic Information System (GIS), basic surveying instruments, word processing, spreadsheet, data base and PowerPoint software, motor vehicle, telephone, mobile radio, fax and copy machine, and other related equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential functions. Some work is performed in office settings, although considerable outdoor work will be required in the inspection of land use developments, construction sites, and public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is required to walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The employee must occasionally lift and move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 an employee with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside harsh, extreme weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to loud.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted, or changed at any time, and the discretion of City Manager, formally or informally, either verbally or in writing. I have read and understand the duties required of this position, and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____