

Employee Job Description

Job Title:	Director of Public Works		
Department/Group:	Public Works		
Brief			
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	City Secretary	Date Posted:	

Brief Description: The purpose of this position is to oversee and manage the Public Works Department, which is currently comprised of streets, water, wastewater, parks/recreation grounds, Animal Control, facilities, and sanitation. This is accomplished by meeting with Mayor and council, assistant public works director; planning and implementing projects, overseeing budget expenditures, handling disciplinary actions, and assisting the Mayor and City Council on developing long range goals.

Reports to: Mayor and City Council

Supervises: This position supervises the assistant public works director, parks staff, animal control staff, water staff, wastewater staff, street staff, sanitation staff, part-time staff, seasonal staff, and oversees contract staff.

ESSENTIAL FUNCTIONS:

NOTE: THIS INFORMATION IS INTENDED TO BE DESCRIPTIVE OF THE KEY RESPONSIBILITIES OF THE POSITION. THE LIST OF ESSENTIAL FUNCTIONS BELOW DOES NOT IDENTIFY ALL DUTIES PERFORMED BY ANY SINGLE INCUMBENT IN THIS POSITION. ADDITIONALLY, PLEASE BE AWARE OF THE LEGEND BELOW WHEN REFERRING TO THE PHYSICAL DEMANDS OF EACH ESSENTIAL FUNCTION.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. sitting most of the time	Exerting up to 20lbs occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly	Exerting over 100lbs. occasionally; 50-100lbs. frequently; or up to 20-50lbs. constantly

#	Code	Essential Functions		
1	M	Oversees the operations and personnel of the Public Works Department by developing The department's budget, monitoring revenues and expenditures, implementing Policies and procedures, attending city council meetings and workshops, attending Various Board and Commission meetings, and managing personnel.		
2	M	Oversees the construction of capital projects, including working with the city engineer And various contractors, coordinating the bidding process, managing project budgets And change orders, and preparing long range capital needs plans. Manages contract And contractors for a wide variety of services related to Public Works and Utilities.		
JOB REQUIREMENTS:				
		Description of Minimum Job Requirements		
Formal Education	Work requires knowledge necessary to understand operational, technical, and office Processes. Level of knowledge equivalent to four years of high school or equivalency.			
Experience	Position requires three years' experience in animal control related field.			
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships On specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.			
Freedom to Act	Receives Administrative Direction. Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. This is typically a management, professional, or executive position.			
Fiscal Responsibility	Has Budgetary/fiscal responsibility.			
Technical Skills	Intermediate: Work requires technical skills appropriate to work environment or the organization.			
Reading	Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, etc. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.			
Math	Basic: Ability to perform the four basic arithmetic operations.			
Writing	Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.			
Supervision	This position works under the supervision of the Mayor as needed.			
Certification& other Requirements	This position requires a valid commercial driver's license, professional license in Water and Wastewater and a minimum of a Basic animal control officer issued by the Texas department of state health services; a certificate of euthanasia technician issued by the proper agency and recognized by state and federal agencies.			
Overall Physical Strength Demands	Medium (M)			
PHYSICAL DEMANDS:				
C Continuously (2/3 or more of the time)	F Frequently (1/3 to 2/3 of the time)	O Occasionally (up to 1/3 of time)	R Rarely (less than 1 hr. per week)	N Never occurs.
Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.				
-PHYSICAL DEMAND-		-FREQUENCY-		-BRIEF DESCRIPTION-

Standing	F	Observing work site, observing work duties.
Sitting	F	Desk work, Driving
Walking	F	To, From & Around City
Lifting	F	Supplies, equipment, and animals
Carrying	F	Supplies, equipment, and animals
Pushing/Pulling	F	Supplies, equipment, and animals
Reaching	F	Supplies, equipment, and animals
Handling	O	Paperwork
Fine Dexterity	O	Removing Heads, phone, keyboard
Kneeling	F	Animals, Low Shelves, Children
Crouching	F	AS ABOVE
Crawling	O	Around job site
Bending	F	Picking up animals, equipment, etc.
Twisting	F	AS ABOVE
Climbing	O	Ladders, trees, stools, etc.
Balancing	O	AS ABOVE
Vision	C	Driving, observing
Hearing	C	Communicating with co-workers, public, and on telephone
Talking	C	AS ABOVE
Foot Controls	F	Driving, walking, equipment
Other		

__MACHINES<TOOLS<EQUIPMENT<SOFTWARE<HARDWARE

Patrol Vehicle, handheld scanner, Hand and power tools, telephone, office machines, needles, syringes, guns and associated hardware and software.

__Environmental Factors

HEALTH AND SAFETY FACTORS	Frequency
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	R
Explosives	O
Communicable Diseases	C
Physical Danger or Abuse	C
Other	

__NON-PHYSICAL DEMANDS

<u>__Description of non-physical demands__</u>	Frequency
Time pressure	F
Emergency Situation	F
Frequent Change of task	F
Irregular work schedule/overtime	F
Performing multiple tasks simultaneously	F
Working with others as part of a team	F
Tedious or exacting work	F

Noisy/Distracting Environment	F
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PROTECTIVE EQUIPMENT REQUIRED: _____

Catch pole, Nets, pepper spray, asp baton (bite stick), snake tongs, tranquilizer rifle and pistol, raingear, boots, and other equipment as assigned.

__PRIMARY WORK LOCATION____

The primary work location for this position is outdoors and in and around the shelter.

__ENVIROMENTAL FACTORS____

D Daily	W Several times per week	M Several times per month	S seasonally	N Never
Respiratory Hazards		W		
Extreme Temperatures		D		
Noise and Vibration		D		
Wetness/Humidity		D		
Physical Hazards		D		

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time