



# JOB DESCRIPTION

**Job Title:** Public Works Director  
**Reports To:** Town Manager  
**Department:** Public Works

**Wage/ Status:** Exempt  
**Revised:** October 2023

## General Job Summary

The Public Works Director will plan, direct, and review the activities of the Public Works Department, including engineering, water/wastewater, construction inspectors, traffic operations, street maintenance; storm water drainage, solid waste and recycling services, environmental health services, coordinate assigned activities with other Town departments and outside agencies; and provide highly responsible and complex administrative support to the Town Manager.

## Essential Qualifications

### **Education/Certification:**

- Bachelor's degree in public administration, business management, engineering, or related field.
- Professional Engineering (P.E.) License preferred.
- Valid Texas Class C Driver's License.
- Must pass criminal background check.
- Must pass post-offer physical exam.

### **Experience (Required):**

- Ten (10) years of increasingly responsible management experience within the public works domain and/or civil engineering.
- Five (5) years of experience in a leadership role supervising, communicating work assignments, training, and overseeing the performance of other employees.

### **Knowledge, Skills, and Abilities:**

- Knowledge of construction, maintenance, upgrade, and improvement techniques for municipal water and wastewater collection/distribution systems; municipal street, road, signs, and marking; and drainage projects.
- Knowledge of inventory control and purchasing procedures for water, wastewater, and street equipment, materials, parts, and supplies.
- Knowledge of computer hardware and software applicable to the position, including SCADA.
- Knowledge of applicable industry health and safety rules, regulations, and practices.
- Ability to learn, adhere to, and enforce Town policies and procedures.
- Strong oral, interpersonal, and written communication skills. Ability to prepare and submit clear, concise, and accurate reports both written and orally.
- Ability to conduct field inspections and detect necessary maintenance and repairs of pumps, motors, or lift station equipment.
- Ability to plan and implement departmental and division procedures and objectives.
- Ability to work well under pressure; prioritize and delegate effectively; exhibit appropriate decision making; and perform successfully in a dynamic, changing environment with professionalism, flexibility, and adaptability.
- Ability to select, direct, and evaluate other personnel of a high technical and administrative level.

- Ability to utilize appropriate attention to detail; exhibit effective professional judgement through initiative and creative problem solving; and effective organization skills.
- Ability to work effectively in a team environment, and treat co-workers, vendors, and patrons with professionalism, courtesy, and respect.
- Ability to be punctual and attend work regularly.
- Ability to provide a high standard of customer service and a professional attitude with all internal and external customers.

### **Performance Responsibilities:**

#### **General Expectations for All Employees:**

For our Westlake team to serve our customers (internal and external) with superior services that are accessible, efficient, cost effective, and transparent, we hold these expectations for all employees:

- Learn and demonstrate an understanding of how team, department, and Town (municipal and academic) goals are interconnected.
- Contribute to a positive work culture and maintain confidentiality.
- Ability to assess personal work performance and/or the work performance of the team.
- Contribute to the development of others and/or the overall organization.
- Ability and willingness to work in a collaborative environment to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and when applicable, encourage and/or mentor teammates to do the same.

### **Duties and Responsibilities:**

- Advises the Town Council, Town Manager, citizen groups, individuals, contractors, and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new Town ordinances and the revision of existing ordinances.
- Plans, organizes, controls, integrates, and evaluates the work of the Public Works Department; develops, implements, and monitors long-term plans, goals and objectives focused on achieving the Town's mission and Council priorities; directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; works with Human Resources to take disciplinary action, up to and including recommendation of termination, to address performance deficiencies, in accordance with the Town's personnel rules and policies.
- Develop, plan, and implement long and short-term departmental goals and objectives; recommend and administer policies and procedures. Plan, direct, and review the activities of the Department, including engineering, water/wastewater, construction inspection, street maintenance, right-of-way management, and traffic operations.
- Supervise and participate in the development and implementation of Public Works Capital Improvement projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.

- Formulate long-range plans for engineering, water/wastewater, construction inspection, street maintenance, right-of-way management, and traffic operations. Confer with and advise administrative staff on problems related to the maintenance and operations of Public Works infrastructure and related systems and the interpretation and related enforcement of rules and regulations.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices which support the Town's mission and values. Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Respond to and resolve the most difficult citizen inquiries and complaints. Meet with the public in small and large groups to discuss Town Public Works policies, practices, and problems.
- Determine need for new equipment and facilities and major repair and rebuilding projects. Coordinate Public Works activities with other Town departments and with outside agencies.
- Maintain departmental awareness of contemporary developments in management and the fields of specialty.
- Prepares budget estimates for the department. Conducts utility rate studies.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the public.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the Town's public works, water distribution and wastewater collection system infrastructure.
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions; Federal, state, local, Town and other applicable environmental and safety statutes, ordinances, and codes; Public hearing, review, and approval processes; Federal (OSHA) and state regulations and Town policies regarding safety training and safe work practices.
- May serve on various committees, as required, and assigned.
- Operates a motor vehicle to assist in carrying out the business of the department and the Town.

**Other Duties:**

- Other duties as assigned.

**Evaluation:**

The performance of this job will be evaluated annually by the Town Manager.

**Supervisory Responsibility:**

Public Works staff.

### **Physical Demands/Environmental Factors:**

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

**Tools/Equipment Used:** Small hand tools; power tools; light truck or van.

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions, i.e., enclosed spaces.

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving; frequent keyboarding and use of a mouse.

**Lifting:** Heavy lifting and carrying (45 pounds and over) occasionally.

**Environment:** Work inside, may work outside for work inspection; occasional prolonged hours.

**Mental Demands:** Maintain emotional control under stress.

### **Disclaimer:**

*This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.*

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**I have read and understand this explanation and job description.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_