

CITY OF BURKBURNETT

Public Works Director

<i>Job Title:</i> Public Works Director	<i>FLSA:</i> X <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<i>Reports To:</i> City Manager	<i>Revised:</i> 10-25-2016

Summary of Essential Functions for the Position:

Provides administrative direction for several major components of the municipality. Administers policies and programs for the municipal engineering, planning, and major public works activities of the city. Supervises engineering functions including plan review, survey, construction inspection and design; works with consulting engineers in the design of major municipal public works construction projects. Coordinates the work of the department with other City departments, state and federal government agencies. Provides leadership to city management in establishing policy for municipal maintenance and improvements.

Qualifications / Knowledge / Skills / Abilities:

Ten years experience in the construction, operation and maintenance of water, sewer, street, storm water, and sanitation and building maintenance departments. Five years in managerial experience, in a responsible administrative position. Thorough knowledge of the principles and practices of civil engineering and public works administration. Thorough knowledge of modern methods and techniques used in the design and construction of public works projects. Ability to plan, organize, direct and evaluate the programs of a multi-function department including engineering, street maintenance, water, wastewater, sanitation. Ability to assign, supervise and review the work of a subordinate professional, technical and clerical staff. Ability to communicate effectively, orally and in writing, and to make effective presentations. Ability to establish and maintain effective working relationships with others.

Educational / Experience and Training Guidelines:

Bachelor's Degree in civil or mechanical engineering desired, but may be substituted with 5 years of progressive responsibilities, including supervision, project management, business administration plus accredited training courses in street construction maintenance, solid waste collection and water & wastewater (distribution, collection, and maintenance). TCEQ Grade B groundwater certification. TCEQ Class 2 wastewater collection certification or TCEQ grade B Wastewater Operator. Valid Class C Texas Drivers License.

Physical Requirements / Environmental Conditions:

In the performance of these functions, employees will spend 30-40% of available time in field locations at industrial or construction sites. Required to ascend/descend vertical ladders up to 35 feet; walk on slopes of varying grades up to 2 feet horizontal to one foot vertical; maneuver safely on construction sites, enter confined spaces that require bending, crouching, twisting motions; have good hearing, vision, depth and color perception to assure personal safety and safety of coworkers. Employee spends remainder of time in administrative surroundings where sitting for up to 4 to 5 hours per day is characteristic. Employee is required to do some pushing and pulling action, and lifting of up to 50 pounds. Employee will be exposed to skin and respiratory irritants, and vibrations from heavy equipment.

Job Duties and Responsibilities:

Responsible for planning, organizing and directing a multi-function department engaged in diverse activities including engineering, street maintenance, grounds maintenance, building maintenance, storm water collection, refuse, and water and sewer utilities. Supervision is exercised directly or through subordinate supervisory personnel, over a large staff of professional, technical and clerical personnel. Work is performed with wide latitude for the exercise of independent judgment and action under the general direction of the City Manager and in accordance with City policies, rules and regulations applicable to specific areas of program activity. Performs related work as required.

<i>Employee Signature:</i>	<i>Date:</i>
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