



## CITY OF HITCHCOCK – VACANCY ANNOUNCEMENT

### Public Works Director

**Date: October 21, 2020**

**FLSA Status: Exempt**

**Compensation: \$95,160 - \$111,987 DOQ**

**Job Title: Full-time**

**Applications Accepted: Opened Untilled Filled. First round of reviews will be November 30, 2020. This is a new position for the City.**

An Employment Application and Background Release Form may be completed online at [www.cityofhitchcock.org](http://www.cityofhitchcock.org). Submit cover letter, resume, and five (5) professional references and completed Employment Application and Background Release Form to City Administrator, City of Hitchcock, 7423 Highway 6, P.O. Box 48, Hitchcock, Texas 77563 or by email to [mgelles@cityofhitchcock.org](mailto:mgelles@cityofhitchcock.org). You may also obtain an application and release form at City Hall and submit resume, five (5) professional references and completed employment application to City Administrator, City of Hitchcock, 7423 Highway 6, P.O. Box 48, Hitchcock, TX 77563; or by fax 409-986-6903. Employment application may be downloaded from the City's website at [www.cityofhitchcock.org](http://www.cityofhitchcock.org).

**JOB SUMMARY:** This position reports directly to the City Administrator. Responsible for planning, directing, managing and overseeing the activities and operations of the Public Works Department, including water distribution, wastewater collection and treatment, street repair and maintenance; drainage system construction and maintenance and right-of-way management; contract management , including management of the City's solid waste collection and disposal service contract; construction supervision and inspection; maintenance of buildings and grounds; parks, garage, and other city services; prepares and administers departmental budget and capital improvement program budget; coordinates activities with other City departments and outside agencies, provides highly responsible and complex administrative support to the City Administrator's Office and performs other work related duties as assigned. Exercises direct supervision over assigned staff.

**ESSENTIAL JOB FUNCTIONS:** The fundamental duties and tasks that define the job.

1. Manages and supervises professional, technical and administrative personnel responsible for providing utility services that includes: water distribution and wastewater treatment systems, installation and maintenance of drainage facilities, and other City services, such as street maintenance and repair; parks and garage.
2. Plans, organizes, directs and evaluates the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, water distribution and wastewater collection infrastructure.
3. Monitors developments related to public works and utility matters, evaluates their impact on City operations and recommends implementation of policy and improvement procedures.
4. Develops specifications and bid document for a variety of public works and public utility related designs, construction and maintenance projects; recommends contract award, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
5. Monitors compliance with Federal, state and local safety regulations and standards.
6. Ensures that field employees receive appropriate safety and job performance training.
7. Ensures that subordinate personnel are adequately trained in all aspects of their jobs, to include proper use of equipment.
8. Develops and directs the administration of goals, objectives, policies, procedures and work standards for the Public Works Department.

9. Represents the City and the Public Works Department and works closely with public and private official, outside and regulatory agencies.
10. Prepares and recommends long-range plans for City programs and develops specific proposals for action on current and future City needs.
11. Prepares, presents and administers the departmental annual budget.
12. Responds to and resolves difficult and sensitive citizen inquires and complaints.
13. Performs related duties as assigned.

**JOB REQUIREMENTS: EDUCATION AND EXPERIENCE: Minimum requirements for formal education and job related experience.** Bachelor's degree from an accredited institution/college or university in Civil Engineering, Public Administration, Business Administration, or a related field and 6 years of progressively responsible public works or utility management related work experience; or an equivalent combination of education and/or related experience. Drug testing is required for all positions prior to final offer.

**SKILLS, KNOWLEDGE AND ABILITIES: Utilized in the performance of the essential functions of the job.**

- Knowledge of operational characteristics, services and activities of a comprehensive public works program.
- Knowledge of principles and practices of public works, municipal water and wastewater treatment systems.
- Knowledge of Federal, state and local laws governing public works and utility services
- Knowledge of principles and practices of program management, development and administration.
- Knowledge of strategic planning, goal development and team building.
- Knowledge of principles and practices of budget development and administration.
- Skill in communicating effectively with diverse groups of individuals using tact and diplomacy.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written material.
- Ability to analyze complex technical and administrative public works service problems, evaluates both standard and alternative solutions, and adopts effective course of action within appropriate time frames.
- Ability to represent the City in a professional and effective manner.
- Ability to establish and maintain effective relationships with Officials, co-workers, subordinates, general public, private and regulatory agencies.
- Proven experience in developing and leading teams of people to accomplish public works tasks, setting goals and objectives, work organization, delegation and employee supervision.

**LICENSE AND CERTIFICATION**

- Valid Texas Driver's License
- Texas Professional Engineers License – Desirable

**Equal Opportunity Employer**