



JOB DESCRIPTION

Public Works Director

EMPLOYMENT STATUS

Full-Time Exempt

JOB SUMMARY

The City of Meadows Place, a type A general law city, is accepting applications for the position of Director of Public Works. The City of Meadows Place (pop. 4,767) has a municipally owned, water/wastewater operations, Type 1 reclaimed water system, wireless automated meter reading system, lake and parks irrigation system.

Preferred candidate will possess a strong background in managing **aging infrastructure**, with proven experience assessing and rehabilitating **streets, drainage systems, water distribution, and wastewater collection and treatment facilities**. This individual will be expected to develop and implement long-term strategies for infrastructure renewal, ensure regulatory compliance, and apply modern asset management practices to extend the life and performance of critical public works systems. A solid understanding of capital improvement planning, budgeting, and coordination with engineering and construction projects is essential.

Minimal supervision is required.
Reports directly to the City Administrator.

WORK DESCRIPTION

- 1) Perform supervisory and administrative work in directing, supervising, and coordinating the operations of the Public Works Department including the following operations: streets maintenance, storm drainage, municipal building and facilities maintenance, city irrigation system, water/wastewater system (The City employs a third-party operator to manage the City's water/wastewater infrastructure).
- 2) With the support and assistance of Department Directors, create, present and oversee the City's Capital Improvement Program.
- 3) Oversee all public works projects and coordinate with contractors and city engineers to ensure quality, timeliness, and safety. Read and interpret plans and specs. Set departmental goals and determining long range planning. Ensuring compliance with city policies and procedures. Reviewing and ensuring compliance with State and Federal guidelines. Submitting TCEQ annual reports regarding Stormwater Management, Water Use, and Water Conservation, etc.

- 4) Supervise and assist the City's Operator with all water/wastewater operations as well as all TCEQ-related communications.
- 5) Supervise, manage, and evaluate all public works personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures per City policy.
- 6) Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- 7) Process and submit Public Works-related invoicing to Finance Department in a timely manner.
- 8) Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments. Ensure efficient and safe operation of all City utility systems and proper licensure.
- 9) Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; review/approve monthly billing, process payment authorizations, approve expenditures and implement adjustments as appropriate and necessary. Oversee and manage City Public Works Contracts including water, wastewater and solid waste pickup, mosquito, and contracts for street repairs, traffic control, and fleet maintenance. Report any issues to City Administrator and be prepared to report and give feedback to City Council. Present quarterly reports on the department to City Council. Perform Meter Reading via City software.
- 10) Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
- 11) Represent the Public Works Department to the general public, coordinate / facilitate Public Works activities with public service needs. Attend and assist in City Parades and Festivals as needed.
- 12) Respond to and resolve difficult and sensitive citizen inquiries and complaints in a timely manner.
- 13) Perform other duties as assigned.
- 14) Subject to 24 hour on-call

REQUIREMENTS

Education

Bachelor's Degree in Engineering, Public Administration, or related field: 10 plus years related experience, including 6 years supervising in public works programs and personnel: and a Valid Texas Driver's License.

Minimum Knowledge, Skills and Abilities

TCEQ Class “B” Ground Water Treatment Operation, Class “A” license preferred.
TCEQ Class “B” Wastewater Treatment Operation, Class “A” license preferred.

Environment

Work is primarily done in an office environment with regular outdoor exposure.

Compensation

Starting salary is commensurate with experience, expertise, and education. The City of Meadows Place offers a highly competitive benefits package including: Texas Municipal Retirement System (7% contribution with 2:1 match), paid vacation and sick leave, as well as twelve (12) paid holidays and two (2) personal days annually. The City of Meadows Place also offers 93% employer paid medical, dental, and vision coverage with optional employee paid supplemental health/life insurance, as well as access to an optional 457 deferred compensation plan.

Hours

Employee is a full-time exempt employee. Office hours are Monday-Thursday, 7:30 to 5:00 and Fridays 8 to 4:30. Employee is eligible for a “9/80” work schedule, receiving every other Friday as a regular day off after working 80 hours over 9 days within a pay period. Employee is otherwise subject to the rules and regulations within the City’s adopted personnel policy. The work schedule is dependent on the amount of financial activity occurring in the city. Weekly hours may fluctuate based on the time of the month or fiscal year.

If interested in this position, please submit resume and letter of interest to the City Secretary at sphillips@cityofmeadowsplace.org.

If you have any questions please contact the City Administrator at 281-983-2950 or via email at cityadministrator@cityofmeadowsplace.org.