



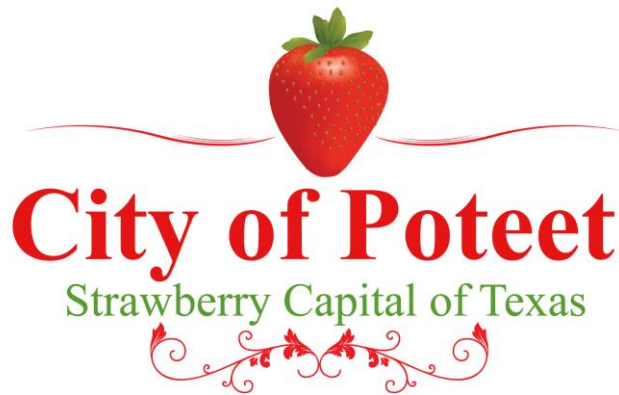
**Duties and Responsibilities
Of the
Director of Public Works**

SUMMARY OF POSITION:

The Public Works Director performs a wide variety of administrative, managerial, and technical duties associated with directing and overseeing the responsibilities of the Public Works Department in relation to water distribution, wastewater collection/treatment, streets, drainage, parks, grounds maintenance, and general facility maintenance. The Public Works Director receives direct supervision from the City Administrator or his designee. The Public Works Director is responsible for supervising all public works employees.

EXAMPLES OF WORK TO BE PERFORMED:

- Assumes management responsibility for all Public Works services and activities.
- Plans and implements Public Works Department goals and objectives and administers policies and procedures.
- Plans, coordinates, facilitates, corrects, supports and evaluates the work of subordinate personnel.
- Directs employees in the Public Works Department by providing instruction on assignments and activities, guiding employees to perform tasks satisfactorily and ensuring duties are completed in a timely manner.
- Ensures personnel are properly equipped and trained to safely perform assigned tasks.
- Assists with the development, preparation, management and monitoring of the department's annual budget.
- Works with administration to identify present and future staffing and equipment needs.
- Approves purchases of materials, supplies and equipment and reviews vendor quotes to compare competitive bids on major purchases.
- Monitors water distribution system and wastewater collection/treatment system for compliance with Texas Commission on Environmental Quality (TCEQ) regulations.
- Ensures all regulatory reports and deadlines are adhered to and department activities comply with established rules and regulations.



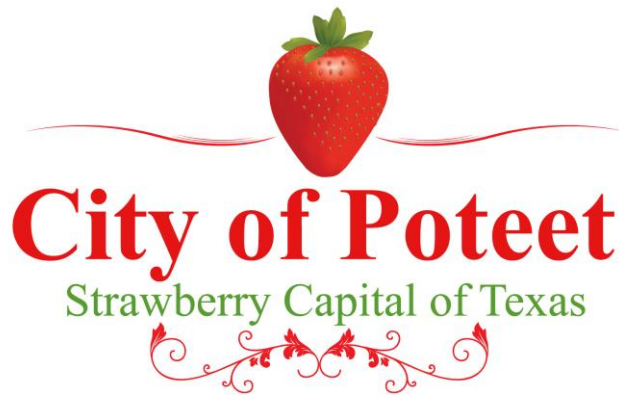
491 Ave H • P.O. Box 378
Poteet, Texas • 78065

Phone: 830.742.3574 • Fax: 830.742.8747

- Notifies the City Administrator of any known regulatory violations, inspections, notices, investigations, or enforcement actions.
- Oversees and participates in the installation and repair of water distribution and wastewater collection systems.
- Effectively and courteously communicates with the public and other employees by telephone, in writing and in person; makes presentations, handles customer complaints, suggestions and requests and takes or recommends appropriate action.
- Properly maintains Public Works Department facilities and stores equipment and materials in a safe, secure and orderly manner.
- Monitors and maintains adequate inventory, keeps accurate records for proper internal controls and accountability of materials.
- Inspects equipment and performs preventive maintenance and repairs as needed.
- Safely operates hand tools, power tools, small to heavy equipment, and city vehicles.
- Drives city vehicles and equipment of various sizes and weights in the loading, hauling and unloading of equipment, material, gravel, sand, concrete, asphalt and other material.
- Assists with special events.
- Works "on call" to handle urgent or emergency work as needed.
- Devotes his/her productive time, ability, and attention to the business of the City.
- Exhibits regular, reliable and punctual attendance which is an essential function of the job.
- Performs all duties in conformance to appropriate safety and security standards and policies.
- Ensures all behaviors comply with the City of Poteet Personnel Policy Rules and Regulations.
- Develop, train, mentor and coach subordinate employees.
- Treat all employees, citizens and guest with respect and courtesy.
- Will participate in Emergency Management meetings and trainings.
- Will respond and participate in Emergency Disaster response / recovery.
- Performs other duties as required.
- May be required to work evenings and weekends.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or GED equivalent.



491 Ave H • P.O. Box 378
Poteet, Texas • 78065

Phone: 830.742.3574 • Fax: 830.742.8747

- Seven (7) years of work experience in the water and wastewater departments, construction and utility work, streets and parks or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Class C Groundwater License.
- Class C Activated Sludge Wastewater License.
- Customer Service Inspector (C.S.I.).
- Operating procedures, materials, safety procedures, and equipment involved in the installation, repair, operation and maintenance of department infrastructure and functions.
- Emergency, routine, and preventative maintenance programs.
- Supervisory principles and practices involving work prioritization and scheduling, coordinating manpower, equipment, materials, employee motivation, evaluation, and training.
- Procedures for purchasing, budgeting, and bid preparation.
- Occupational hazards, standard safety practices, and state and federal regulations governing employees and workplace safety.
- Operation and maintenance requirements of power-driven equipment.
- Basic methods and techniques of general construction related to water/wastewater; public works; or the area of work assigned.
- Understand pertinent federal, state and local laws, codes and regulations.
- Physically perform the essential functions of the job. Perform duties under minimal supervision.
- Manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet stressful environment.
- Perform a variety of skilled construction and maintenance tasks.
- Ability to be punctual and attend work regularly.
- Demonstrate effective communication of ideas both verbally and in written form using the English language.
- Ability to learn new skills and techniques.
- Pay strong attention to detail.
- Effectively interact with other City Departments, subordinates and coworkers to accomplish work.
- Show independence and autonomy.
- Make quick and sound decisions in stressful situations.
- Effectively meet deadlines.
- Maintain licenses and certifications.



- Ability to accept responsibility and account for his/her actions.
- Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.
- Valid Texas class “C” driver’s license.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s Degree from an accredited university and or a combination of education and years of experience.
- Considerable knowledge of street and storm sewer design, maintenance and repairs.
- Considerable knowledge of park and cemetery maintenance.
- Considerable knowledge of water and wastewater plant operation.
- Considerable knowledge of water distribution & wastewater collection systems.
- Considerable knowledge of equipment and fleet management.
- Class “A” and / or “B” water or wastewater license issued by TCEQ.
- Experience and working knowledge of SCADA systems.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.



- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Light work. Exerting up to 50 pounds of force occasionally, and/or up to 100 pounds of force frequently, and/or up to 20 pounds of negligible amount of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Work will be performed both indoors and outdoors; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.



4. The conditions the worker will be subject to in this position

- The worker is required to function in open areas, small confined spaces and in water.
- The ability to navigate uneven terrain.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: City Administrator
2. Directs: Public works personnel
3. Other: Has regular contact with general public, city employees and vendors.

Employee Signature

Date

Supervisor Signature

Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."