

**CITY OF WALLER  
JOB DESCRIPTION**

Job Title: Director of Public Works

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Exempt

Reports To: Mayor and City Council

Department: Public Works

Date: August 2021

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**JOB SUMMARY**

Manages and directs the various departments in Public Works, including streets, drainage, water, wastewater and the gas system in Waller and Prairie View. This position also oversees construction projects in all areas of Public Works, maintains all services as required and is responsible for the budget of these areas of work. Also works as part of the Emergency Management Team for the city in a time of disaster.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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**DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what a director may be asked to perform; other duties may be assigned:

- Supervision of water, sewer and gas services, construction and maintenance, including facilities, vehicles and equipment.
- Supervision of street and drainage repairs and construction including streetlights, traffic control signs and other street signs.
- Supervision of annual budgets for all the departments within public works.
- Supervision of communications, personnel, and of inventory and purchasing.
- Supervision of department response to all major disasters. EOC response.
- Performs role of Chief Building Official and Flood Plain Administrator for the City.
- Acts as Fire Marshall for the City.
- Performs all other duties as assigned.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent (GED).
- Minimum one hundred classroom hours of training in water and wastewater approved by T.C.E.Q.
- Bachelor's degree preferred.
- Minimum of ten years of experience in the supervision of water, wastewater and street

maintenance and repair.

- TCEQ Grade “C” Water and Wastewater certificate, Class B preferred.
- Ability to become operator qualified for gas system.
- Valid Texas driver’s license with acceptable driving record.
- A Degree in Civil Engineering, Public or Business Management may be substituted for no more than five years of experience.

### **SKILLS AND ABILITIES**

- Must be capable of reading and understanding engineering drawings and have the ability to estimate cost of construction and time with some degree of accuracy.
- Have a working knowledge of construction equipment and its capabilities.
- Must have knowledge of maintenance and repair procedure for water distribution, sewage collection systems, and gas systems.
- Must have knowledge of water demands and quality required by the T.C.E.Q.
- Must be able to supervise the operation of sewage treatment facilities within compliance of the E.P.A. and T.C.E.Q. guidelines.
- Have the ability to schedule projects with proper manpower and equipment, and able to plan as well as schedule routes.
- Be aware of T.C.E.Q. rules and plan for future disposal, collection, and/or diversion of waste.
- Knowledge of various equipment and vehicle maintenance and repair procedures, and of standard building construction and maintenance including electrical, ac and heat, new construction, and routine custodial needs.
- Knowledge of City budget procedures with the ability to project cost and needs annually and forecast at five and ten years with some accuracy.
- Must have the ability to relate to various personalities and employee situations.
- Must have knowledge of the City’s policies and procedures.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.
- Ability to get along appropriately with co-workers and the public.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations to determine flows and dosages.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

**Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and the ability to adjust focus.
- This job is performed in an office environment as well as outdoor in adverse weather conditions.

**Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- Adverse Weather conditions
- High volume workdays
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).
- Unpleasant odors and materials.