



## **CITY OF CRANDALL**

### **JOB DESCRIPTION**

**JOB TITLE:** Director of Public Works

**FLSA:** Exempt

**JOB CLASSIFICATION:** Public Works

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Under general supervision of the City Manager, the Director of Public Works is responsible for the operations and maintenance of public works infrastructure (water, sanitary sewer, streets, drainage, and traffic infrastructure). The purpose of this position is to supervise and coordinate departmental operations and oversee projects to enhance the City's infrastructure. The Director of Public Works monitors the performance of the infrastructure systems of the City, daily operations, develops and administers divisional budgets, manages projects and supervises personnel. Performs other duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community. Create and plan long-term programs that will develop the growth of the community.
2. Develop and administer divisional budgets by assisting with budget implementation-forecasting additional funds needed for personnel, equipment, materials, contracts and supplies, approving expenditures and recommend and implement budget adjustments.
3. 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.
4. Manage projects by assisting with planning, developing and executing infrastructure projects. Researching and making recommendations concerning development projects, facilitating pre-construction meetings, working with project engineers, inspectors and contractors to resolve issues.
5. Supervises public works personnel by selecting and hiring new employees, coordinate training, evaluate work performances, correct deficiencies and implement disciplinary and termination procedures.

6. Serve as the department liaison by meeting with residents, business owners, consulting engineers, outside organizations and other department managers and council members to discuss, plan, evaluate, recommend, and resolve issues and/or concerns.
7. Attend all city council meetings to report on any ongoing projects, issues, improvements, concerns, etc.

## **JOB REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED Required.

Bachelor's degree in Civil Engineering, Construction Management, Public Administration or related field in Public Works highly preferred.

### **EXPERIENCE**

Five (5+) years of experience in the administration and management of a municipal public works department or closely related field.

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver's license

Water System Operator Class C or above License TCEQ

Sewer System Operator Class B License TCEQ

Customer Service Inspector (CSI) license or the ability to obtain within one year of employment

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Federal, state and local safety regulations and standards. State laws and codes relate to public works and compliance. Local codes and ordinances. Adhere to all departmental and City safety policies.

Computers and office applications with the ability to operate and use technology.

### **Skilled in:**

Operating various types of equipment & office equipment including calculators, cameras, tablet computer, and video cameras.

Effective communication, both oral and written.

### **Ability to:**

Communicate professionally, tactfully, and effectively with the public, developers, coworkers, administrative staff, local agencies and members of City Council.

Professionally and respectfully handle difficult situations and reach a positive solution for all parties involved.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Make clear and concise decisions regarding life, health, and safety issues in regard to the public.

### **SPECIFIC AREAS OF RESPONSABILITIES**

- Water and wastewater infrastructure, operations and maintenance of sewer operations-production and distribution.
- Street and alley maintenance.
- Drainage
- Emergency response and disaster recovery.
- Water production and distribution.
- Wastewater treatment plant.
- Buildings and facility maintenance
- Monitors water utility records to ensure numbers are within permitted ranges.
- Ensure all monthly required samples are taken and reports are completed in a timely manner in accordance with monthly and annual compliance with TCEQ and EPA rules and regulations.
- Completes and maintains various reports and surveys, including Tier2, TCEQ, Texas Water Development Board Water Use Survey/Water loss, permit Renewal reports, etc.
- Assist with utility billing/meter reading/maintenance service orders.

### **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- *exposure to dirt, fumes, extreme temperatures, noise, confined workspaces and high workplaces*
- *standing, walking or sitting for extended periods of time*
- *stooping, bending, reaching, crawling or crouching for performance of inspections and monitoring construction projects*
- *pushing, pulling or lifting equipment or supplies used in inspecting construction activities (occasionally weighing up to 150 lbs.)*
- *work outside in various weather conditions as needed.*

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