

CITY OF BLANCO JOB DESCRIPTION

<u>JOB TITLE:</u>	Director
<u>DEPARTMENT:</u>	Public Works
<u>REPORTING MANAGER:</u>	City Administrator
<u>FLSA STATUS:</u>	Exempt
<u>EFFECTIVE DATE:</u>	August 20, 2025
<u>SALARY:</u>	Range \$85,000 to \$110,000 DOQ Likely compensation at mid-point of range

JOB SUMMARY:

Under direction of the City Administrator, the purpose of this position is to oversee the daily operations of the Public Works Department. This is accomplished by providing leadership to department employees, supervising employees' activities, selecting, hiring employees, conducting performance evaluations, ensuring standard operating procedures and policies are followed, developing policies and procedures for the department, assisting in and administering the department operating budget, enterprise fund budget and Capital Improvement Plan budget. This position is responsible for aligning department goals and objectives with the City's goals and objectives and coordinating complex construction projects, ensuring construction plans are compliant with laws and ordinances. Other duties include all aspects of operation of the water and wastewater treatment plants, water distribution and wastewater collection systems, as well as addressing concerns of employees and citizens, presenting department information to City officials, administration and citizens, relaying information to department employees, holding and leading employee meetings, and completing other duties as assigned.

Ensures the monitoring of the data from the SCADA system, gauges, instrument panels and computerized control systems to make process changes as directed or required occurs as required. Ensures preventive/corrective maintenance on water/wastewater treatment plant equipment and facilities as well as prepare problems within the water distribution and wastewater collection systems such as leaks, collapsed lines, etc... are performed;

Must have a working knowledge of basic chemistry, chemical properties, and methods of receiving, storing, and handling hazardous chemicals. Must demonstrate basic to moderate utility mathematical formulas including addition, subtraction, multiplication, and division of whole numbers, decimals, fractions and percentages. Must have skills in reading diagrams and technical drawings;

Develops infrastructure maintenance, repair functions and technical criteria, including but not limited to roads, pavements, drainage structure, wet utilities, facilities, and vehicle maintenance;

Completes reports as assigned by the City Administrator. Regularly meets with the City Administrator concerning current projects and issues. Provides recommendations for staff training, personnel issues, equipment status and needs, and future projects such as road maintenance and sewer line replacement;

Immediately comprehend and execute orders in accordance with the National Incident Management System (NIMS) protocols in emergency situations. Takes charge as Incident Commander of Public Works related scenes when appropriate, or until relieved, and maintains all NIMS Certifications;

As directed, represents the department at City Council meetings, in front of citizens groups, boards and commissions. Provides support and coordination between the department and other departments and agencies on an enterprise basis. Must possess the ability to act as a moderator between the public and various organizations involved in City projects and programs, including but not limited to the Annual Trash Off, Cross Connection Program, and Grease Trap Program.

Perform duties acceptably after long hours (more than 24) without sleep during emergency situations. Work in all weather conditions, inside and outside, in light and/or dark. Work any day of the week, any hour of the day, including holidays and extra assignments and be able to respond to situations while on and off duty as directed. Attend all meetings and other functions as scheduled and requested. Maintains the ability to be on call and respond to callouts as assigned by supervisors;

Maintains contact with general public and City officials in the performance of assignments. Follow a chain of command and instructions, receptive to supervision. This position will immediately comprehend and execute orders from a supervisor in emergency situations.

Must have a thorough knowledge of the Texas Commission on Environmental Quality (TCEQ) regulations and requirements. Must demonstrate a working knowledge of water/wastewater treatment plants, lift stations and/or water systems operations, processes and procedures. Shall be able to take readings from meters, gauges, control panels, and testing and monitoring equipment. Ability to obtain and maintain a **Class B Water license (within 6 months of hire). Need to have a Class C Wastewater license at time of hire.**

Must safely use all types of equipment as directed by a supervisor such as lawn mowers, street pavers, light duty vehicles, backhoe, front end loader, chipper, shredder, water/wastewater systems, meter reading documentation devices, weed eaters, hand tools, power tools, skid steer and mini excavator. Shall maintain the appropriate work uniform and equipment in good working condition;

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Effectively and appropriately use vehicles, road pavers, lawn mowers, street pavers, light duty vehicles, backhoe, front end loader, chipper, shredder, water/waste water systems, meter reading documentation devices, weed eaters, hand tools, power tools, skid steer, mini excavator, computers and related software, internet, copiers, fax machines, and multi-line telephones.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Need applicable licenses
Experience	Over five years' experience in a Public Works or similar work, to include a minimum of two (2) years of experience as a supervisor in a Public Works Department. General maintenance skills and knowledge including basic to moderate lawn maintenance, plumbing, electrical, mechanical, and carpentry.
Managerial	Receives administrative direction: Within this job, the employee normally oversees the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Budget Responsibility	Has responsibility for final approval of at least one departmental budget and presents budget(s) to senior management. Position has the fiscal responsibility of developing, presenting, and executing the General Fund Budget, Enterprise Fund Budget, and the Capital Improvement Plan Budget. The Director Is authorized to approve budgeted expenditures up to the amount that requires approval of the City Administrator.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. A minimum of a 9 th grade reading levels is required for application.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Interpersonal / Human Relations Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the City requires exercising participative management skills that support team efforts and quality processes.
Certification & Other Requirements	Valid Texas Motor vehicle license and the ability to remain eligible to drive under the City's Driver Evaluation Program. Must possess and maintain a Class C Water/Wastewater license at time of hire, and a Class B Water License within 6 months of hire.