

City of Floydada

Position Description

Position Title: Public Works Director

Department: Public Works

Salary Range: \$25.00-\$33.65 per hour

Position Status: Full time; non-exempt

General Description

This position ensures the efficient operation of the City's water supply through operating, monitoring, maintaining and troubleshooting water distribution and storage systems as regulated by the Texas Commission on Environmental Quality. Other duties include maintaining the City's sewer systems, city-owned streets and rights-of-way. Operators are required to be on call periodically to assist with after-hours utility emergencies. During on-call periods, operators may also need to assist with basic electrical utility needs. Employees must reside within a reasonable distance of city limits.

This position is supervisory in nature and requires experience in water and wastewater systems. Applicants are required to hold a minimum of a Class C Water Operator's License from the Texas Commission on Environmental Quality or the ability to get these licenses within one year of employment. Applicants will also be required to get a Class C Wastewater License within 2 years of employment if they do not already hold a wastewater license.

Reporting Relationship(s)

Reports to: City Manager

Essential Position Functions

- Supervise personnel of the Public Works department with duties including planning, assigning, and evaluating their work.
- Oversees and maintains the SCADA system to ensure reliability and continuity of service.
- Ensure compliance with applicable federal, state, and local regulations governing water and wastewater systems.
- Reviews and monitors expenditures for Public Works to ensure fiscal responsibility and cost-effective resource allocation.
- Install, maintain, repair, replace, excavate, backfill and locate water and wastewater infrastructure.
- Connect and disconnect water and sewer services.
- Install, repair, replace and take readings for water meters.
- Locate leaks in water and wastewater lines.
- Respond to emergency service calls as required; required on-call after hours and weekend rotation as assigned. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
- Maintains and repairs all streets, curbs, gutters, and other areas in City rights-of-way.
- Repairs and replaces street signs.
- Paints pavement markings and striping.
- Perform labor intensive work and other duties as assigned.

- Operates a variety of heavy equipment including backhoes, track loaders, graders, etc.
- Complete paperwork, forms and work orders for assigned jobs.
- Assist in the basic operation, inspection, and maintenance of a variety of vehicles, tools and light and heavy equipment.
- Read water and electric meters as needed.
- Assist in the set-up, operation, and maintenance of a variety of safety-related equipment according to the City's safety procedures and SOP.
- Perform labor intensive work and other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

1. Willing to take the initiative to perform the functions listed without being assigned and perform job tasks with minimal supervision.
2. 5 years of experience working with water systems.
3. Hold a Class C Water Operator's License or the ability to receive one within one year of employment.
4. Education: High school diploma or equivalent.
5. Knowledge: Knowledge of or ability to learn the listed position functions.
6. Skill: Safely drive a motor vehicle (valid Texas Class C driver's license required).
7. Ability: Ability to lift and carry objects weighing up to **90 pounds**; entails pushing and pulling, reaching at or above and below shoulder height. Continuous eye and hand coordinated movements. Safe operation of tools and equipment. Establish and maintain effective working relationships with public and other officials. Work irregular schedule, including evenings, weekends and holidays as needed.

Preferred Qualifications

1. Two years of supervisory experience working with water and wastewater systems.
2. Hold a Class C Wastewater License.
3. Experience or training in operations of heavy equipment, specifically with backhoes and skid steers.
4. A minimum of a Class B driver's license.

ADA Essential Job Functions

- Ability to perform arduous and extensive manual labor.
- Ability to lift and carry objects that weigh up to 90 pounds.
- Ability to read, analyze, and interpret reports and documents.
- Ability to respond effectively both orally and in writing to inquiries or complaints.
- Ability to effectively articulate information to management.
- Ability to use independent judgement in achieving assigned objectives.
- Ability to use basic mathematics.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must be able to travel overnight for an extended time.
- Must be able to sit for an extended time.
- Must be able to work nights and evenings or in low-light conditions.

Note: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Performs manual labor in outdoor environments including extreme heat, cold, hazards and atmospheric conditions. Will be exposed to sewage waste. May occasionally be exposed to electrical utility infrastructure.

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. The City of Floydada, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Department Director and City Manager.