



**DRIPPING SPRINGS**  
Texas

## **PUBLIC WORKS DIRECTOR FULL-TIME EXEMPT**

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### **A. GENERAL PURPOSE**

Reporting to the Deputy City Administrator, the Public Works Director provides leadership and direction, and is responsible for the overall operation of the Public Works Department. A key organizational operation, the Public Works Department is responsible for the administration, operation, and maintenance activities related to the city's streets, drainage, utilities, wastewater, water, transportation, code enforcement, environmental health, and facilities. Performs construction management duties, construction inspection, and quality assurance on public works and development projects.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the Deputy City Administrator in the oversight of the City's utility services. Responsible for working with staff to perform operations and maintenance of utility systems/infrastructure.
2. Manages technical and administrative activities including inspection and enforcement of applicable City codes, ordinances, and regulations.
3. Communicates and coordinates activities with other City departments, governmental agencies, and the private sector by working with City staff to determine compliance with various ordinances and codes.
4. Exercises independent judgment in preparing warnings, citations, and performing follow-up inspections to ensure compliance.
5. Appears in court as required.
6. Leads and attends meetings with architects, engineers, building owners, developers, and contractors to ensure quality control of building projects and to answer questions related to the City's utilities.
7. Conducts construction inspections of site developments and subdivisions under private construction, as well as city public works projects, and determines compliance with code.

8. Inspects and performs oversight on other agencies, utility companies, and contractors working within City easements and City rights-of-way to ensure public safety and ensure protection of City facilities; reviews and approves traffic control plans and coordinates road closures with emergency services, City departments and other agencies to maintain traffic flow.
9. Supervises others in the field as assigned and monitors and coordinates field work.
10. Conducts construction site inspections for compliance with site SWPPP and Water Quality Protection Ordinance.
11. Oversees the operation and maintenance of city facilities, drainage and water quality infrastructure, fleet vehicles and equipment, streets, landscaping, and pedestrian amenities.
12. Answers technical questions and provides information to public and other agencies.
13. Responds to and resolves public inquiries and complaints related to public works construction, development, and utility projects with excellent customer service.
14. Attends, conducts, and coordinates preconstruction meetings with department staff, engineers, contractors, developers, City departments, and other organizations.
15. Assists Public Works and Maintenance with infrastructure inventories and maintenance of records.
16. Assists with Budget Preparation and administration for Public Works Department, Maintenance, and Utilities Division.
17. Creates and implements policies related to public works projects and construction projects.
18. Maintains effective communication and interaction with City Council, City Administration, City Staff, other agencies, and the public.
19. Assists with debris removal as needed.
20. Must be generally available to respond to emergency “call outs” on construction projects, City facilities, and City infrastructure.
21. Maintains high standards of accuracy in exercising duties and responsibilities.  
Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains effective communication and interaction with City Council, City Administration, City Staff, other agencies, and the public.
22. Supervises the work of the Deputy Public Works Director and Utilities Superintendent. Performs employee performance reviews. Provides other reviews/disciplinary measures as needed.
23. Performs other related duties as assigned.

### **C. SUPERVISION**

Works under the general supervision of the Deputy City Administrator.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Graduation from high school and five (5) years experience in public works, utility operations, and construction. Bachelor's degree in the field of engineering, construction management, public administration, or a related field is preferred. Minimum TCEQ Class C Water & D Wastewater Operator License or ability to obtain within one year of employment. NPDES Certified Stormwater Inspector.
2. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle confidential and sensitive information while maintaining confidentiality.
5. Must possess a valid Class C Texas Driver's License, clean driving record, and reliable transportation.
6. Standard First Aid and C.P.R. certifications desirable but not required.

### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office, CAD, SCADA, ArcGIS and database software; email; phone; printer.

### **F. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in an office setting. Some outdoor work is required in visiting various land use developments, construction sites, or public works or utility facilities within in the City and ETJ.
2. Hand-eye coordination is necessary to operate certain computers and various other pieces of City equipment.
3. While performing the duties of this job, the employee is regularly required to move around various sites throughout the City; communicate effectively; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

### **G. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday

through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Non-traditional work hours may be required and shall be coordinated with the City Administrator and Deputy City Administrator.

## **H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office. The employee occasionally works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild. Noise level in the field moderate to high.

## **I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **J. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*