

City of Socorro
Job Description

Position

Job Title: Public Works Director	Department: Public Works
FLSA Status: Exempt	Salary: \$60,000 - \$70,000
Approved:	Last Revised: January 16, 2014

General Purpose and Description:

Under administrative direction, manage the functions of the Maintenance, Street, and Parks department. Manage activities, oversee all departments, supervise personnel, and assist the public.

Duties, Functions and Responsibilities:

Manage activities and maintenance of City streets by assigning projects to crews; operate equipment; assist crews; oversee maintenance of signage and road markings, streets and right-of-way, completing street evaluations; setting up meetings or special events; and completing new hire interviews.

Supervises personnel by assigning work duties; issue uniforms and safety gear; ensure work is completed accurately and on time; evaluating work; and providing guidance as needed.

Completes administrative duties by completing time sheets; performing inventory; writing incident reports; processing complaint tickets; writing letters; and ordering supplies. Assists the public with problems by responding to complaints; writing letters; and discussing problems with citizens. Assists in budget preparation and has responsibility for approval of final documents sent to the Department Head. Reviews and approves expenditures of significant budgeted funds for the department. Ensures dissemination and review of safety training throughout department as required. Must attend all meetings as necessary as a representative of the department.

Ability to unitize materials necessary for research projects. Ability to deal with system of real numbers; practical application of fraction, percentages, ratios/proportions and measurement.

Ability to write reports, prepare business letters, expositions, and summaries. Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. Utilizes plat maps to determine right-of-ways. Ability to read improvement plans for subdivisions. Knowledge of ADA requirements and material utilizes in street repair, such as hot mix asphaltic concrete (HMAC).

Plan, schedule, oversee and control designated public works to support operations and projects at various locations. Accept and prioritize work and related repair and maintenance needs. Oversee preparation of work schedules involving multiple shifts and locations. Assign repair, maintenance and other work to staff. Review, evaluate and assess work undertaken. Perform regular site inspections or respond to citizen notification of cave-in or roadway depressions to avoid incident or injury. Identify work processes or other areas needing improvement. Recommend techniques, supplies, materials and/or suggestions to assist staff and/or contractors. Identify and provide staff training. Plan, schedule, select or approve, and requisition necessary equipment and related supplies. Oversee all work progress to ensure quality, timeliness and safety.

Undertake and perform a variety of administrative tasks. Develop, present and monitor budget.

Draft, review and approve requisitions, bid packages and related financial documents and participate in the procurement process. Schedule preventive maintenance on a regular schedule.

Oversee the maintenance and repair of all assigned equipment. Meet and interact with appropriate parties such as, federal, state, and local officials, contractors, engineers, vendors, department heads, and the general public to provide accurate information to inquiries, resolve problems and respond to complaints, including complaints from individuals who may be irate. Investigate and coordinate a response to citizen questions and complains. Provide input and assistance in planning, scheduling design and development of new construction and/or renovation projects.

Oversee and coordinate the work of contractors as necessary. Maintain files and records related to projects, schedules and other areas. Enter/oversee data entry. Maintain inspections and repair records.

**City of Socorro
Job Description**

Position

Supervise assigned personnel. Interview applicants and hire or recommend hiring. Initiate or recommend employee promotion and transfer. Organize and coordinate workflow. Assign, delegate, review, inspect and accept work completed. Guide task performance. Train and develop employees. Prepare employee's performance appraisals and review subordinate supervisors' appraisals. Approve sick leave, vacation time and overtime or compensatory time. Recall employees to work in emergencies. Recommend merit increases. Investigate and resolve complaints and grievances. Undertake and recommend discipline, suspension and/or termination of employees.

Responsible for any assignments issued by the City of Socorro

Minimum Qualifications:

Education and Experience: Candidate must possess a Bachelor's degree in Civil Engineering, five to ten years of experience performing work activities in construction, maintenance, and/or work related to this field or:

Eight to Ten years of experience performing work activities in construction, maintenance, and/or work related to this field.

Some positions may require a Texas Class "A" Commercial Driver's License (CDL).

Licenses and Certificates: Valid Texas Class "C" Driver License.

Other job Characteristics:

Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 100 pounds.

Pulls, pushes, or drags up to 150 pounds.

Climbs, crawls, kneels, squats, stoops and twists for extended periods of time while performing repairs.

Works in trenches and confined spaces, using proper safety gear.

Sits or stands for extended periods of time while performing maintenance or repair work.

Works in constant and extreme noise levels.

Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, high dust levels, insects, reptiles, vermin and dangerous chemicals and moving machinery, equipment and vehicles.

Mayor

Date

City Manager

Date

Human Resource Director

Date

Employee

Date