

Dumas, Texas

Public Works Director Position

The **City of Dumas** is seeking a results-oriented, collaborative professional with strong character and a desire to build both external and internal relationships to effectively manage public works service to Dumas residents. The City of Dumas is a Home-Rule City (Commission/Manager Form of Government) located approximately 40 miles north of Amarillo. The City is home to almost 15,000 residents and has an annual budget of \$15 million. The Public Works Director reports directly to the City Manager and oversees the daily operations of the Department by providing support and leadership to staff. The Public Works Director is responsible for overseeing all functions, programs and operations of the Public Works department including the maintenance and operations of streets, drainage, fleet, facilities, wastewater collection and water distribution systems.

Under the direction of the City Manager, the Public Works Director will direct the operations and administration of the Public Works department. The Director shall establish departmental policies, procedures and regulations, as well as assist in necessary budgeting and oversight of employees engaged in the operation and maintenance of the City's Public Works infrastructure assets and facilities. Additional responsibilities include coordinating design and construction of City infrastructure projects; ensuring both public and private construction plans are compliant with federal, state, and local laws and ordinances; and representing the City's interests in plans, programs, and major projects in discussion and coordination with City leaders, the public, civil engineers, consultants, contractors, neighboring communities, and other governmental agencies.

Minimum requirements are five (5) years of progressively responsible municipal public works experience. Knowledge of basic methods and techniques of general construction and engineering/architectural experience related to water/wastewater; public works; or the area of work assigned. Preferred Class "C" water and/or wastewater licenses issued by TCEQ.

The City of Dumas is offering a salary range of \$85,000 to \$105,000 along with competitive benefits for this position dependent upon experience and qualifications. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-dumas-Public Works.pdf>. Send cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105 or email directly to aguerrero@theprpc.org. Address questions to Alex Guerrero at 806-372-3381 or email at aguerrero@theprpc.org. Deadline: September 1, 2022 or until position filled.

The City of Dumas is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

**JOB DESCRIPTION
CITY OF DUMAS**

Public Works Director

Reports To: City Manager
Pay Type: Salaried

FLSA Status: Exempt
Salary Range: \$85,000 to \$105,000

Job Summary:

The Public Works Director under the direction of the City Manager will direct the operations and administration of the Public Works department. The Director shall establish departmental policies, procedures and regulations, as well as assist in necessary budgeting and oversight of employees engaged in the operation and maintenance of the City's Public Works infrastructure assets and facilities. Additional responsibilities include coordinating design and construction of City infrastructure projects; ensuring both public and private construction plans are compliant with federal, state, and local laws and ordinances; and representing the City's interests in plans, programs, and major projects in discussion and coordination with City leaders, the public, civil engineers, consultants, contractors, neighboring communities, and other governmental agencies. Under general supervision, coordinates all functions related to the city's public works divisions including streets, solid waste collection and disposal, water, wastewater, gas, and fleet maintenance.

Essential Job Functions:

- Provide direction and oversight regarding budgets, personnel, and work procedures to supervisors in public works departments
- Maintain regular contact with consulting engineers and construction project engineers as well as city, county, state and federal agencies, professional and technical groups and the general public regarding public works activities and services
- Perform project management related to public works and other assigned projects through preparation of engineering plans and specifications, bidding and selection criteria, equipment, materials and other items to ensure contractor compliance with established codes and regulations as well as time and budget parameters
- Evaluate needs of public works divisions and formulate short- and long-range plans as necessary to ensure effectiveness and efficiency of services

Working Conditions:

Job is performed in both office and outdoor environments with frequent exposure to noise, dust, fumes, chemicals, extreme weather conditions, and close proximity to mechanical/electrical hazards. Position may require the following abilities: Stand, sit and walk for extended periods of time; regularly lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; working in confined spaces; working at elevated heights; climbing, reaching above shoulder level, using hand(s) for simple or firm grasping, bending, stooping, kneeling; reading a computer screen; depth perception; color vision.

Required Education, Certificates, and/or Licenses:

- Bachelor's degree in civil engineering or related field preferred;
- Professional Engineer licensure preferred;
- Must have a valid Texas driver's license.
- Must be a citizen of the United States
- Must be at least 21 years of age.
- Must be a High School graduate, or its equivalent (GED).
- Must currently hold an active Texas Class "C" driver's license.

- Must speak, read and write in English; Bilingual preferred but is not required.

Experience, Training, Knowledge, and Skills:

Minimum five (5) years of progressively responsible municipal public works experience; strong leadership and administrative abilities; effective communication skills; ability to read, analyze, and interpret complex documents; demonstrated capacity to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

- Must be able to understand, read and write instructions, and carryout accurate and coherent reports.
- Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.
- Analyze situations and adopt a quick, effective and reasonable course of action, or develop policies.
- Strong decision-making skills to be able to make the right decision quickly within established guidelines and protocols
- Must have planning and organization analysis experience.
- Demonstrates innovative and effective management skills.

(Mental and physical demands described 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 enable individuals with disabilities to meet these demands.)