

Wheeler, Texas
Director of Public Utilities and Maintenance Position

The **City of Wheeler** is seeking a collaborative and forward-thinking leader with a strong character and a passion for public works to serve as its Director of Public Utilities and Maintenance. The City of Wheeler operates as a Type A General Law city governed by an elected Mayor and five City Councilmen form of government, strategically located within the Panhandle region, approximately 1 hour and 30 minutes east of Amarillo. This position offers a unique opportunity to lead the city's essential public utilities and maintenance operations, ensuring the provision of high-quality services to the community.

The Director of Public Utilities and Maintenance under the direction of the City Council 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.

This position requires a bachelor's degree from an accredited college or university in civil engineering, or a related field as well as a minimum of five years of experience in a municipal public works position or related experience. Candidates must also have or be able to obtain a Texas driver's license and a TCEQ Class "C" Water Distribution Operator License. An equivalent combination of education and experience sufficient to perform the responsibilities of the position may be considered.

The City of Wheeler offers a competitive salary range of \$55,000 to \$65,000, commensurate with experience, along with a comprehensive benefits package that includes retirement, insurance, a city-supplied vehicle, and relocation assistance if needed. The Panhandle Regional Planning Commission is assisting the City with this search process. A full job description can be found at <http://theprpc.org/city-of-wheeler-directorofpublicutilitiesandmaintenance.pdf>. To apply for this position, please submit a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle Regional Planning Council, 415 SW 8th, Amarillo, Texas 79105, or email the full document package to aguerrero@theprpc.org. For inquiries or questions, please contact Alex Guerrero at 806-372-3381 or via email at aguerrero@theprpc.org. The application deadline is open until the position is filled.

The City of Wheeler 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 WHEELER**

Director of Public Utilities and Maintenance

Reports To: City Council
Pay Type: Salaried

FLSA Status: Non-Exempt
Salary Range: \$55,000 to \$65,000

Job Summary:

The Director of Public Utilities and Maintenance under the direction of the City Council 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
- Maintains a safe working environment by establishing and enforcing organization standards.
- Observes and enforces all safety requirements involved in construction, maintenance, and repair of the city's water and wastewater systems, including but not limited to, confined spaces, trenches, vehicle, equipment and machinery operations, compressors, traffic control, and use of pneumatic tools and other power tools.
- Schedules and oversees preventative maintenance and departmental safety program.

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:

- TCEQ Class "C" Water Distribution Operator License Recommended;

- TCEQ Class “D” Wastewater Treatment Operator License Required.
- Customer Service Inspection License, Certified Pool Operator License and Reverse Osmosis Plant Course preferred; If no license, must be obtained within 12 months of eligibility.
- Eligibility is defined as the completion of TCEQ required classes necessary to test.
- 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 or related 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.

- Maintenance methods and procedures applicable to plumbing and/or water and wastewater systems;
- Local and state laws and regulations governing public water systems;
- Standards for maintaining, repairing, and testing a variety of meters used in residential, commercial, and industrial settings;
- Interacting with computers, mobile devices, or other hardware;
- Principles and processes for providing customer service;
- Review, and prioritize work orders and customer concerns;
- Locate, sort, and verify accuracy of data and work orders;
- Communicate effectively with the customer;
- Operate various hand tools;
- Operate heavy equipment;
- Obtain required licenses and certifications within the required timeframe.
- 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.)