



Job Description
Public Works Manager
Pay Grade: LD16
Revision Date: 11/01/2022

Employment Status:	Full-Time
FLSA Status:	Exempt
Experience Required:	Five (5) to Seven (7) years of municipal streets, drainage, construction, transportation, utilities, or related field. Three (3) years supervisory experience.
Education Requirements:	High School Diploma or GED required. Bachelor's degree in construction management, engineering, or related field is preferred.
Department:	Public Works
Direct Supervisor:	City Manager and/or Designee
Supervisory Responsibility:	Four (4)+ employees and contractors
Primary Work Location:	Works in both an office setting and outdoors.
Certification:	Valid Texas Class C Driver's License required. A Certified Construction Manager or Project Manager designation from a nationally recognized professional association or credentialing institution of learning is preferred. A Flood Plain Management certificate is preferred. MOT certificate is preferred. Once hired, incumbent may be required to obtain certain certificates to include but not excluding those marked as "preferred".

Job Summary: Under the direction of the City Manager and/or designee, performs assigned duties necessary to assist in the management of daily operations and personnel of the Public Works Department (Streets, Drainage, Traffic, Facilities and Parks) to ensure the proper planning, development, and maintenance of roadways, drainage, parks, traffic control devices, facilities, easements, and rights-of-way. Responsible for the development and management of related programs, customer service and Federal and State compliance. Position is classified as a first level department head.

Essential Job Functions

(The following list is intended to provide examples of possible job functions and/or duties that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. All positions include "additional duties as assigned".)

Performs duties necessary to manage the daily operations of the Public Works Department to ensure the proper planning, developing and maintenance of facilities, roadways, drainage, and rights-of-way. Responsible for the development and management of road maintenance programs to include, but not



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limited to: traffic control devices; surface, infrastructure construction, inspections and repairs; signage; and customer service.

Performs duties necessary to manage the preparation, tracking and administration of the Public Work's annual budget. Responsible for forecasting expenditures necessary and required to complete assigned projects; the procurement of goods and services; and personnel related costs.

Performs duties necessary to procure and manage vendor contracts. Duties include, but are not limited to, assisting with reviewing, and drafting facilities, streets, traffic, parks, and drainage project contracts, ensuring appropriate insurance coverage level; and performance project management to ensure deadlines are met.

Performs duties necessary to manage the selection and retention of Public Works personnel, to include training and development initiatives. Responsible for conducting performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.

Provides staff assistance to the City Manager by preparing and presenting department and project related reports during Staff, City Council, and other City related meetings.

Performs additional duties as assigned.

Job Knowledge, Skills, and Abilities for Position

(The following list is intended to provide examples of required knowledge, skills and abilities that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog.)

- Work requires the ability to read letters, memos, contracts, professional and industry literature, spreadsheets, and other job-related analysis.
- Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.
- Work requires substantial independent judgment and decision-making.
- Work is widely varied, involving analyzing and evaluating many complex and significant variables.
- Should be competent in the use of Microsoft Excel, Word and Power Point software.
- Must be able to research, compile and analyze data, and then present findings to management in an acceptable format.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to monitor and assess operations, workload, projects, and staff performance.
- Ability to read maps, blueprints, engineering drawings, and schematics.
- Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work-related materials.
- Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.



Job Description
Public Works Manager
 Pay Grade: LD16
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- Ability to remain up to date on Federal, State and City regulations, best practices and policies affecting department and job-related activities.
- Ability to establish and maintain effective working and professional relationships with City and other public employees, public officials, contractors, consultants, vendors, and the general public.
- Must possess a valid Texas Class C driver license.
- Must pass all post offer pre-employment processes and/or procedures, to include but not limited to Drug Screen, Physical Examination, and applicable Background Checks.

Physical Demand	Frequency
Balancing	Occasionally
Bending	Occasionally
Carrying	Occasionally
Climbing	Rarely
Crawling	Never
Crouching	Rarely
Fine Dexterity	Frequently
Foot Controls	Occasionally
Handling	Occasionally
Hearing	Continuously
Kneeling	Rarely
Lifting	Occasionally
Pushing/Pulling	Occasionally
Reaching	Occasionally
Standing	Occasionally
Sitting	Frequently
Stooping	Occasionally
Twisting	Rarely
Vision	Continuously
Walking	Occasionally

Physical Demands Description

(The following descriptions are provided as an example of potential physical and/or sensory activities and does not address the potential for reasonable accommodation; it is intended as general examples of possible physical/sensory demands that might occur during the performance of the position functions/duties, and are not intended to be all inclusive.)

- Bending/Climbing/Balancing - picking up supplies, files and file boxes; stairs; step stool; walking; standing; filing; drill exercises, etc.
- Carrying/Lifting - files; filing; office supplies; work aids, etc.
- Fine Dexterity - telephone; keyboard; "ten key" or calculator; computer hardware, writing, drafting, and software usage; drafting; measuring
- Foot Controls – driving
- Hearing - customer assistance; telephone; verbal direction received; meetings, etc.
- Pushing/Pulling/Reaching - supplies; files; file boxes; retrieving; storage shelves; rolling carts, etc.



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- Standing - making presentations, assisting customers, directing meetings, site inspections, drill exercises, etc.
- Sitting - desk work, meetings, driving, etc.
- Vision - computer and desk work, budget, invoices, driving, plans review, schematics, blueprints, plats, code of ordinances, etc.
- Walking - to and from office, around office, to and from buildings, site inspections, assisting customers, meetings, presentations, etc.

Work Environment

Duties are generally performed in an office environment. Possible exposure to dust, mold, and electricity. Duties may also require prolonged periods of outdoor activities which may produce exposure to extreme and inclement weather and allergens. This position often involves occasional exposure to uncomfortable temperatures, noises, chemicals/gases, contagious diseases, and/or physical trauma.

Machines, Tools Equipment and/or Work Aids

(The following list is intended to provide examples of possible machines, equipment, tools and/or work aids that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. This list does not include and does not supersede any requirements with respect to safety or protective equipment, uniforms, apparel, gear or apparatuses required for the performance of any duties described herein.)

Audio/Visual, Calculator, Computer, Copier, Facsimile, Keyboard, Office Supplies, Scanner, Software, Telephone, Vehicle; Maps; Plats; Plans; Blue Prints; Engineering Drawings; Schematics; Hardhat; Safety wear/gear; etc.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

Acknowledgements

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Lake Dallas (City) as the needs of the City and job requirements demand. By signing below, the Employee agrees that they have reviewed the above job functions, requirements and acknowledgements and affirms the ability to perform them.

Employee Print Name & Sign

Date