

# **THE CITY OF DEL CITY JOB DESCRIPTION**

## **PUBLIC WORKS DIRECTOR**

### *PUBLIC WORKS ADMINISTRATION*

#### **General Function**

Under the general direction of the City Manager, the Public Works Director provides executive leadership, management, and administrative oversight for all Public Works operations. This includes water and wastewater systems, sanitation services, streets and highways, engineering, public buildings and grounds, fleet maintenance, and related municipal services.

The Director is responsible for planning, organizing, directing, and evaluating departmental operations to ensure the delivery of safe, efficient, and compliant public services. This position requires strong leadership, technical knowledge, and the ability to manage complex infrastructure systems while balancing budgetary and regulatory requirements.

Work is performed in both office and field settings, with frequent site visits, public interaction, and attendance at evening meetings. The position may require response to emergencies and high-pressure situations.

#### **Essential Functions**

- Directs and oversees all operations of the Public Works Department, including Water, Wastewater, Streets/Highway, Sanitation/Solid Waste, Engineering, Fleet Maintenance, and Facilities.
- Establishes, implements, and evaluates departmental policies, procedures, and operational standards in compliance with local, state, and federal regulations.
- Supervises division heads and staff; provides leadership in planning, assigning, and evaluating work performance.
- Develops and administers departmental budgets, including short- and long-term financial planning and capital improvement programs.
- Advises the City Manager on infrastructure needs, operational challenges, and strategic planning initiatives.
- Plans, prioritizes, and oversees public works projects, including construction, maintenance, and infrastructure improvements.
- Reviews engineering designs, construction projects, and maintenance programs to ensure quality, safety, and compliance.

- Oversees procurement processes, including preparation of Requests for Proposals (RFPs), contractor selection, and contract compliance.
- Conducts inspections of facilities, equipment, and project sites to ensure proper operation and maintenance.
- Oversees maintenance and repair of public buildings, grounds, streets, utilities, and equipment; implements preventive maintenance programs.
- Ensures compliance with all applicable laws, regulations, and safety standards.
- Responds to citizen concerns and service requests; resolves issues or delegates as appropriate.
- Represents the department in meetings with City Council, boards, commissions, and external agencies.
- Serves as a liaison with local, state, and federal agencies, contractors, engineers, and the public.
- Prepares reports, presentations, and correspondence for the City Manager, City Council, and regulatory agencies.
- Oversees grant writing and administration for local, state, and federal funding opportunities.
- May serve as Acting City Manager when assigned.
- Acts as spokesperson for public works projects and may participate in public hearings or legal proceedings as needed.
- Performs other related duties as assigned.

## **Minimum Qualifications**

### **Education & Experience:**

- Bachelor's degree in public administration, Engineering, Construction Management, or a related field required.
- Minimum of:
  - 10–15 years of progressively responsible experience in public works, engineering, or related field, including supervisory/management experience; **or**
  - Equivalent combination of education and experience.
- Municipal government experience strongly preferred.

### **Certifications & Licenses:**

- Valid driver's license required.
- Ability to obtain required (B)Water and Wastewater Operator Licenses within a two-year timeframe.
- Professional Engineer (PE) license preferred.

## **Knowledge, Skills, and Abilities**

### **Knowledge of:**

- Municipal public works operations and infrastructure systems
- Engineering principles and construction practices
- Federal, state, and local laws and regulations
- Budgeting, financial management, and capital planning
- Human resources policies, labor relations, and safety standards

### **Skills in:**

- Leadership, supervision, and team development
- Strategic planning and project management
- Budget preparation and administration
- Effective written and verbal communication
- Public speaking and stakeholder engagement
- Contract management and procurement processes

### **Ability to:**

- Make sound decisions and exercise independent judgment
- Manage multiple projects and priorities under pressure
- Develop innovative and cost-effective solutions
- Build and maintain strong working relationships with employees, officials, and the public
- Communicate complex technical information to diverse audiences

## **Supervision**

Works under the general direction of the City Manager. Exercises direct and indirect supervision over division heads and departmental staff.

## **Work Environment**

- Primarily office-based with frequent fieldwork and site inspections
- Exposure to construction sites, equipment, and varying weather conditions
- Requires attendance at evening meetings and availability for emergencies

**FLSA Status**

This is an EXEMPT position per FLSA standards.

Director

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Signature

\_\_\_\_\_  
Date

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