

**CITY OF TAFT, TEXAS
JOB DESCRIPTION**

JOB TITLE: Public Works Director

FLSA STATUS: Exempt

REPORTS TO: City Manager

DATE:

POSITION SUMMARY

The Public Works Director provides leadership and oversight for the City of Taft's Public Works Department, which includes water production and distribution, wastewater collection and treatment, street maintenance, park operations, and fleet services. This position is responsible for departmental administration, regulatory compliance, project oversight, infrastructure planning, and ensuring the efficient delivery of essential municipal services.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan, organize, and direct the operations and long-range initiatives of the Public Works Department.
- Provide direct oversight of the following divisions: Water, Wastewater, Streets, Parks, and Fleet Maintenance.
- Supervise, train, evaluate, and discipline departmental staff; provide guidance and leadership in personnel development.
- Develop, implement, and update operational procedures and standards to ensure efficiency and compliance.
- Prepare and manage departmental budgets and capital improvement proposals; ensure expenditures remain within City Council-approved limits.
- Respond to citizen concerns and service requests professionally and in a timely manner.
- Maintain accurate records and prepare regulatory, operational, and personnel reports.
- Conduct regular safety meetings and promote a workplace culture focused on safety and accountability.
- Serve as a key member of the City's emergency response team, coordinating public works activities during disasters, weather events, and infrastructure failures.
- Oversee outside contractors, vendors, and consultants engaged in infrastructure maintenance or capital projects.
- Manage infrastructure-related capital projects from concept through planning, procurement, construction, and close-out.
- Implement and maintain preventative maintenance schedules and asset management systems for all city infrastructure and equipment.
- Attend City Council meetings, public hearings, workshops, and professional development activities; remain on-call to respond to urgent infrastructure matters or emergencies.

TECHNICAL DUTIES

- Operate and maintain heavy construction and maintenance equipment, including front-end loaders, backhoes, graders, sweepers, light- and medium-duty trucks, and mowing equipment.
- Oversee the safe and compliant operation of the water treatment and wastewater systems, ensuring continuous service and adherence to TCEQ requirements.
- Perform and supervise the installation and repair of water and sewer lines, including water/sewer taps, leak detection, and blockage clearing.
- Monitor, maintain, and repair all mechanical systems, lift stations, pumps, and equipment associated with water/wastewater operations.
- Collect and submit water and wastewater samples in accordance with TCEQ protocols.
- Conduct meter readings, service meters, and perform water meter installations and diagnostics.
- Train employees in water/wastewater operations, equipment use, and system maintenance.

MINIMUM QUALIFICATIONS

Education & Experience:

- High school diploma or GED required.
- Minimum of one (1) year of experience in water and wastewater operations, including lift stations and storage facilities.
- Supervisory experience in a public works or municipal setting preferred.

Licenses & Certifications:

- **Must hold a valid Texas Class “C” Water Operator License and a Class “C” Wastewater Operator License** issued by the Texas Commission on Environmental Quality (TCEQ) at the time of hire.
- **Must possess or obtain a Texas Class “B” Exempt Driver’s License** within six (6) months of hire, as permitted under state law.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth understanding of municipal water and wastewater systems, street maintenance, park operations, and fleet maintenance.
- Ability to plan, supervise, and coordinate complex field operations and multiple service divisions.
- Competency in operating heavy machinery and safely performing field work in dynamic environments.
- Strong leadership, organizational, and communication skills; ability to lead and train employees across multiple disciplines.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and comfort using digital tools for asset management and reporting.
- Familiarity with work order tracking systems, SCADA systems, GIS applications, and infrastructure inventory databases preferred.

- Ability to communicate effectively with city staff, residents, consultants, contractors, and elected officials.
- Capable of lifting objects up to 50 pounds and performing duties in outdoor environments under various weather conditions.

SUPERVISORY RESPONSIBILITIES

Manages a service-oriented department consisting of both skilled and unskilled personnel across multiple divisions. Responsible for hiring, scheduling, training, performance evaluation, and overall accountability of departmental staff.

WORKING CONDITIONS

- Duties are performed in both office and field environments, including during inclement weather and in hazardous conditions.
- Requires frequent walking, bending, climbing, lifting, and equipment operation.
- Must be available for after-hours emergencies, on-call responsibilities, and evening/weekend meetings or assignments as needed.

DISCLAIMER

This job description is intended to describe the general nature and level of work expected for this position. It is not an exhaustive list of duties, responsibilities, or qualifications. The City of Taft reserves the right to amend or change responsibilities to meet organizational needs as necessary.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Taft is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.