



# *City of Humble*

## **Employment Opportunity**

### **Assistant Director of Public Works**

#### **PW-20220907-ADPW**

<b>JOB TITLE:</b>	<b>Assistant Director of Public Works</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>JOB CLASS:</b>	<b>Full Time</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Director of Public Works</b>	<b>LOCATION:</b>	<b>102 Granberry</b>
<b>WORK HOURS:</b>	<b>7 am to 4 pm</b> <b>(Overtime as required)</b>	<b>ESSENTIAL:</b>	<b>Yes</b>

**Position Summary:** Under the direction of the Director of Public Works, this position performs a variety of professional administrative and managerial duties in assisting the Director of Public Works. The person in this position provides direction for services related to Engineering, Streets, Drainage, Grounds Maintenance, Utility Construction, Water Distribution/Operations, Wastewater Collection/Treatment, Animal Control and Fleet/Building Maintenance. This position also serves as Acting Director of Public Works in the absence of the Director.

#### **Duties and Responsibilities:**

- Assists the Director of Public Works with the coordination of the operations with Engineering Services, street/drainage departments, animal control, utility construction, water distribution/operations, wastewater treatment and collection, fleet/building maintenance;
- Monitors construction projects and contracts of Public Works and Water and Wastewater departments and presents status reports of such project to Director of Public Works
- Ensures compliance with local, state and federal agencies regulatory requirements
- Completes regulatory compliance activities by maintaining a current knowledge of rules and regulations and monitoring operations of water & wastewater operation
- Oversees the City's water distribution and wastewater collections system along with department superintendents
- Directs planning and operation of the water and wastewater systems, and construction projects related to utilities;
- Directs building/fleet, and streets superintendents in the planning and operation of street, drainage, grounds maintenance, construction projects, building and fleet services;
- Attends various City and administrative meetings, i.e., all City Council meetings, and other meetings as needed;
- Responds to concerns and inquiries from both the public and private sector, communicating all aspects of public work as requested;
- Hears and provides resolution to engineering, public works, construction, and personnel issues that occur;
- Performs onsite field inspections when conflicts and/or disputes occur;
- Maintains current knowledge of trends and development in the field, and facilitates application of such to department policy and procedure as appropriate;
- Prepare a variety of reports, correspondence and special studies;
- Timely and regular attendance at work;
- Other duties as assigned.

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

Comprehensive knowledge of modern principles and practices of public works administration; thorough knowledge of the federal, state and local ordinances, laws and regulations relating to departmental activities; thorough knowledge of principles of effective administration, to include planning, directing, evaluation and coordinating; thorough knowledge of effective supervisory principles and techniques; thorough knowledge of the principles and practices of public works as applied to the administration of diversified development activities; considerable

knowledge of research principles and the various sources of data and information concerning municipal/governmental statistics and administration.

Skill in both verbal and written communications for effective expression of concepts and ideas and clarity in task assignment; ability to conduct verbal or written presentations to all levels of City employees, elected officials and general public; ability to establish and maintain effective communication and working relationships with City administrative personnel, subordinate personnel and outside organizations and agencies; ability to plan, assign, supervise and review the work of a large staff of subordinates and to provide direction and recommendation on difficult procedural and administrative problems; ability to develop and implement departmental policy and procedure; ability to design and supervise the construction inspection of complex public works projects.

**Minimum Requirements:**

Bachelor's degree and five years Public Works Administrative experience or High School Diploma (or equivalent) and ten years Public Works Administrative experience;

Possession of a license to practice as a professional civil engineer in the State of Texas a plus but not required;

TCEQ "B" Water/Wastewater Certifications is required;

Valid Texas Driver's License;

Must pass physical, drug and alcohol screening, driving history check and criminal background screening.

**Essential Position:**

This is a position that is essential to the provision of emergency services during and/or following a disaster.

Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

**Physical Demands/Working Conditions:**

The work is typically performed in an office and field environment and is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee may occasionally lift light objects. The employee may be exposed to dust, dirt, grease, and may have to work in inclement weather occasionally.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

***Resumes are not accepted in lieu of an application. Applications may be downloaded at the City of Humble website at [www.cityofhumbletx.gov/job-posting-and-job-applications](http://www.cityofhumbletx.gov/job-posting-and-job-applications) . Once the application is completed it should be emailed to [careers@cityofhumble.net](mailto:careers@cityofhumble.net). Please be sure to include the Job Number in the Subject line on all emails.***

***The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.***