

Public Works

Department: Public Works

Reports To: Mayor and/or City Administrator

FLSA Status: Exempt

Position Summary

The Public Works Employee performs skilled and semi-skilled labor in the construction, maintenance, and repair of the City's streets, drainage systems, water distribution system, sewer collection system, parks, and municipal facilities.

This position works cooperatively with other Public Works personnel and in coordination with City Hall to ensure efficient operations, accurate documentation, and timely response to service needs.

Public Works staff operate as a team and receive work assignments through established administrative channels. Employees are expected to work independently when necessary, maintain accurate records of work performed, and communicate operational needs or issues to City Hall promptly.

Essential Duties & Responsibilities

Infrastructure Maintenance

- **Oversee maintenance of:**
 - Streets and roadways
 - Drainage systems
 - Water distribution lines
 - Sewer collection systems
 - City buildings and grounds
- Develop preventative maintenance schedules.
- Respond to infrastructure emergencies.

Water & Sewer Operations

- Coordinate with licensed Water/Wastewater Operator.
- Ensure water and sewer taps are properly installed and documented.
- Verify availability of service before new connections.
- Maintain records of system repairs and improvements.
- Assist with regulatory reporting as required.

Personnel Management

- Works with public works team to address daily work order task.
- Ensure proper safety training and PPE usage.
- Enforce personnel policies and safety standards.

Equipment & Asset Management

- Maintain inventory of tools and equipment.
- Schedule equipment maintenance.
- Recommend capital equipment purchases.
- Track infrastructure improvements.

Permitting & Inspections

- Coordinate with Permit Administrator.
- Inspect right-of-way work and utility connections.
- Ensure compliance with city standards.

Emergency Response

- Participate in emergency response operations.
- Coordinate response to water main breaks, sewer backups, severe weather events.
- Ensure availability for after-hours emergencies.

Knowledge, Skills & Abilities

- Knowledge of municipal water and sewer systems.
- Understanding of basic construction practices.
- Demonstrated ability to work independently, manage time efficiently, exercise sound judgment, and complete assigned duties without direct supervision while maintaining required documentation and reporting standards..
- Ability to interpret maps and utility plans.
- Familiarity with state regulatory requirements.
- Strong documentation and reporting skills.

Minimum Qualifications

- High school diploma or GED required.
- Experience in public works, utilities, or construction preferred.
- Valid Texas Driver's License.
- Class C Water and/or Wastewater License (or ability to obtain within specified timeframe).

Physical Requirements

- Heavy physical labor.
- Exposure to outdoor weather conditions.
- Lifting up to 75 pounds.
- On-call availability.

*Performs the duties outlined herein and such other related duties as may be assigned *
by the Mayor or City Secretary consistent with adopted policies and ordinances.