

City of Cibolo

Job Description



Job Details

Job Title:	Director of Public Works		
Reports to:	Executive Director		
Grade:	30	WC Code:	8810
Employee Type:	Exempt, Full-time	Pay Type:	Salary
Employment Period:	Indefinite	NAICS Code:	921140
Essential/Subject to Recall:	Yes	Skeleton Crew:	No
Department/Division:	Public Works – Admin	Original Date:	06/2012
Fund:	General	Revision Date:	05/2026

Job Summary

Provides leadership, direction, and general oversight to the Public Works Department including Street, Drainage, Utilities, Fleet, and Parks departments that is responsible for City infrastructure, enterprise utilities, and transportation systems—potable water source protection, production and distribution. Maintains all water and sewer lines of the city; storm water and sewer collection and treatment; transportation systems including planning, streets, parking, and traffic control; the engineering and project work associated with these systems; major buildings and facilities. Ensures the safety of the public in the City of Cibolo. In charge of the City’s Capital Improvement Projects. This individual will be working closely with the City Manager and department heads. Works with the City Engineer, contractors and developers. Has direct contact with Public Work Directors from neighbouring cities.

Promotes and exhibits the City’s core values in daily behavior – Professional Development, Accountability, Respect, Teamwork, and Integrity.

Aligns employees and service areas with their mission(s), reinforces commitment to their purpose by sharing performance indicators, and drives continuous improvements to deliver superior service delivery. Responsible for developing employees through constructive feedback, performance evaluations, and professional development. Demonstrates fiscal stewardship, with an understanding of budgeting and oversight of public funds. Ensures effective coordination and communication with City Officials, city departments, state, regional and local entities, media, consultants, the general public, and/or private sector representatives.

Essential Functions

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Accept management responsibility for assigned services and activities of Public Works including Parks, Drainage, Utilities, Fleet, and Streets.
2. Provide direct line supervision for all assigned supervisors on routine day-to-day operation of Public Works facilities or services and provides guidance on questions or problems that may arise during the normal course of operations.
3. Supervise the development of long-term capital improvement for assigned divisions.
4. Manages, participates in, and initiates the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
5. Aids in and reviews the development of annual work plans, meets with departmental leadership team to identify and resolve problems; assigns work activities, projects and programs.



Essential Functions

6. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; reviews performance metrics provided by supervisors that demonstrate fulfillment of their missions; assesses and monitors administrative and technology support systems, and internal reporting relationships.
7. Reviews statistical reports on operations and activities including performance measurements and attends the Performance Management Program (PMP) reporting meetings.
8. Conducts a variety of organizational studies, investigations, and operational studies; identifies best practices and other opportunities for continuous improvement, and implements improvements following review with the City Manager's Office.
9. Selects, trains, motivates, empowers and evaluates direct reports; develops staff training for direct reports and reviews for annual training for their staff; works with employees to correct deficiencies; implements discipline and termination procedures; provides timely, accurate and thorough Performance Reviews for supervised employees, and constructs employee performance improvement plans as required; monitors work flow; reviews and evaluates work products, methods and procedures.
10. Manages and evaluates the Department's annual budget and participates in the annual budget process; forecasts of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
11. Acts as a liaison and communicates with other City departments, divisions, outside agencies, and residents; responds to inquiries; mediates and resolves conflicts, complaints, and controversial issues.
12. Responds to and resolves difficult and sensitive inquiries and complaints from both internal and external sources concerning as necessary, and coordinate resolution with other City divisions and departments; enforces codes fairly, reasonably, and diplomatically to minimize appeals to higher levels of the City organization.
13. Reviews and updates applicable City ordinances to ensure constitutional compliance with state and federal laws; stays abreast of new and amended state and federal codes and ordinances; participates in code development meetings with the City Attorney's Office, other departments, and outside agencies.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations relating to departmental goals and objectives.
15. All other duties as assigned.

Job Requirements

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of the City's organizational values and mission of the Public Works Department.
- Knowledge in planning, operations, construction practices and materials used in design, engineering and configuration of water, wastewater, streets, drainage and storm water systems.
- Knowledge in developing and leading teams of people to accomplish public works tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of public works operations, including construction, engineering, maintenance, office and business procedures.
- Knowledge of city legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Knowledge of Microsoft Outlook 365, Word, and Excel software to complete work orders, send and receive email, and access the city's human resources and time-keeping software.
- Knowledge and understanding of pumps, meters, valves, lift stations as well as all testing and reporting required by TCEQ and other regulatory bodies necessary for an effective and efficient water supply system.
- Knowledge of and experience in the application of management and supervisory principles and practices as applied to municipal government.



Job Requirements

- Knowledge of TCEQ rules and regulations, A.W.W.A. standards, conservation and drought ordinances, floodplain ordinances, and storm water permits.
- Knowledge of current departmental and related City issues and stakeholders, both internal and external, including other governmental legislative and agency processes, players, and issues.
- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations.
- Knowledge of the Texas Open Meetings Act and Texas Public Information Act.
- Knowledge of and experience in the management of occupational hazards and safety precautions.
- Knowledge of the principles and practices of engineering and construction, particularly as applied to municipal functions.
- Ability to interpret federal, state and local regulations and ordinances.
- Ability to efficiently prepare and maintain thorough and accurate reports and records.
- Ability to draft ordinances, policies and procedures for assigned area.
- Ability to plan, organize, schedule, coordinate and direct public works functions.
- Ability to establish and maintain effective working relationships with the public, external agencies, and outside organizations.
- Ability to exercise good judgment and coordinate the work of subordinates: to react calmly and quickly; and to establish and maintain effective working relationships with local government officials as well as other city departments and the general public.
- Skilled in coaching, managing, and leading a diverse workforce.
- Skilled in effectively provide independent judgment and decision-making expertise in the role of Director.

Job Requirements

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Civil or Environmental Engineering, Water Resource Planning, Business Administration, Public Administration, or a related field AND seven (7) years of experience in the administration and planning of water utility operations, wastewater collection/treatment services, groundwater, surface water, and infrastructure management, including at least three (3) years of significant supervisory or management experience OR any equivalent combination of experience and training which provides knowledge, skills, and abilities.
- Valid Texas Class "C" Driver's License

PREFERRED QUALIFICATION

- Valid Professional Engineer (PE) License in the State of Texas
- Certification/license in water and wastewater or the ability to obtain Class "C" water and wastewater license within one year of employment

Physical Demands

N (Not Applicable)	Activity is not applicable for this position.		
O (Occasionally)	Position requires this activity up to 33% of the time (0 – 2.5+ hrs/day)		
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)		
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)		
Stand	F		Other Physical Requirements:
Walk	F	Vision	Near Acuity, Far Acuity, Depth Perception, Color Vision

City of Cibolo

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Physical Demands			
Sit	C	Sense of Sound	Conversations, on scene safety
Manually Manipulate or Grasp	O	Sense of Smell	N/A
Reach Outward	O	Sense of Touch	N/A
Reach Above Shoulder	O	Ability to wear Personal Protective Equipment for construction site/undeveloped land visit	
Climb or Crawl	O		
Squat, Kneel, or Bend	O	Lift/Carry	Less than 20 lbs frequently
Speak	F	Push/Pull	Less than 12 lbs frequently
Working environment may include occasional exposure to unpleasant environmental exposures or hazard			

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their chain of command.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Approval (Supervisor): _____
Signature and Date

Applicant/Employee: _____
Signature and Date