



## JOB DESCRIPTION

Job Title: Public Works Manager  
Department: Public Works  
Supervisor: Director of Public Works

### JOB SUMMARY

Assist the Director of Public works in the managerial activities related to the operations of the Public Works Department. Provides direct supervision over the day-to-day activities of work performed, and to ensure safe, well-maintained facilities in accordance with legal requirements, City policy, and the direction of the Director of Public Works.

### EXAMPLES OF WORK PERFORMED

- Selects, supervises, and evaluates assigned staff.
  - Plans, prioritizes, schedules, assigns and monitors work ensuring service quality levels are maintained and establishes performance standards.
- Manages day-to-day operations and maintenance of public works functions such as street and drainage maintenance, maintenance to the water and wastewater systems, and park maintenance to achieve goals within budgeted funds, existing agreements, and available personnel ensuring operational readiness.
  - Organizes workloads and staff assignments for operational compliance with applicable regulations, law, standards and organizational policy.

- Oversees progress, inspects and directs changes in priorities and schedules to ensure work is performed per appropriate agreement, guidelines, procedures, and legal regulations
- Makes on-site inspections of all projects and activities performed by employees, crews and city contractors.
- In time of excessive workload, may operate equipment and perform equipment operator duties and responsibilities.
- Ensures all equipment is properly maintained and repaired in order that operations can continue with minimum disruption.
- Receive and resolve complaints and inquiries
- Assists with the development of short and long term goals, objectives, and strategic plans.
- Analyzes operations to evaluate performance of departments in meeting objectives and determine areas of potential cost reduction, program improvement, and policy change.
- Assists in coordinating, administering, and evaluating functions, processes, systems, and services to establish objectives in line with City goals, action plans, and measuring and analyzing results.
  - Reviews, plans, inspects, and assists with specifications for city projects, city streets, major construction, and new subdivisions.
  - Performs special or comprehensive surveys and assessments regarding the needs of the City's streets and drainage systems.
- Assists in departments budgets.
  - Assists with reviews equipment needs and purchases equipment through bidding process.
  - Assists the Director of Public Works in the preparation of the annual budget.
  - Assists with negotiations and prepares requests for proposals and contracts.
- Assists to develop, gathers data, recommends, and implements policies and procedures in accordance with Federal, State, and City laws, regulations, codes and standards.
  - Assist to develop and monitors policies, ordinances, and processes, and procedures to ensure citywide compliance with oversight requirements and management mandates.
  - Assists in preparing and updating existing Standard Operating Procedures.
  - Monitors and analyzes state and federal legislation and regulatory rulemaking to identify potential issues and prepare related correspondence to protect the City's interest.
  - Assists with reviews of infrastructure and commercial plans.
- Performs other duties as assigned.

**EQUIPMENT/MATERIALS**

Pickup trucks, dump trucks, front-end loaders, sewer cleaner, backhoe, tractors, mowers, ground maintenance equipment, street sweeper, other construction equipment, shop support equipment and other related powered hand tools.

**WORKING CONDITIONS**

Hazard exist which could result in lost time or accidents; works a 40-hour week; performs standby and weekend duties as required.

**PHYSICAL DEMANDS**

Requires the physical strength, agility and dexterity associated with hard labor.

**SKILLS REQUIRED**

Requires an above average knowledge of procedures and materials, equipment operations and maintenance, ground maintenance equipment and powered/non-powered hand tools. Must have a valid Texas Driver's License. Employee will be required to obtain a vector license within a year.

**NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The "performs other work as required or assigned" statement is to be understood that it may be necessary to expand an employee's duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS' GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

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Employee Signature

Date

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Department Head Signature

Date

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City Manager Signature

Date

Revised: October 2021