



City of Wilmer
Serving Our Community
Job Description

Job Title:	Director of Community Development	Date Created:	3/2019
Department:	Community Development	Date Revised:	
Reports to:	City Administrator	FLSA:	Exempt
Grade:	12		

Summary of Duties: To supervise and direct the day-today operations of the Public Works department that includes street maintenance, water and sewer utilities, fleet maintenance, building inspections, animal control, building maintenance, parks and recreation, and planning and zoning. Duties include the management of repair and maintenance of city streets, roadways, water distribution, and wastewater, city vehicles, parks, and assist in the maintenance of public buildings. Provides construction information, recommendations, and technical assistance to City management; attends all meetings related to City Management and Public Works; supervises subordinate personnel. Prioritizes order of construction projects, and lays out daily work schedules; oversees construction projects, including CIP projects, including supervising contractors and consultants. Administers department budget and authorizes related expenditures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administration of city public works activities, including street maintenance, water and sewer utilities, fleet maintenance, building inspections, animal control, building maintenance, parks and recreation, and planning and zoning.
- Ensures city compliance with applicable federal, state, and local laws and regulations concerning public works administration, including regulatory reporting.
- Evaluates the scheduling and use of manpower, equipment, and resources to ensure efficient and effective use.
- Oversees the preparation and administration of the department budget, including maintaining records, logging expenditures, monitoring purchases, and creating equipment replacement programs.
- Selects, supervises, trains, and evaluates department staff, including implementing disciplinary actions and corrective measures.
- Oversees department safety program, including providing training and equipment, creating and revising safety policies, and complying with applicable local, state, and federal requirements.
- Directs and participates in the development and implementation of department goals, objectives, and policies.
- Meets with residents and developers to resolve zoning issues and find solutions.
- Assists with special use permits and variance cases as needed.
- Advises administrative staff on problems related to the design and construction of public works systems.
- Provides interpretation and enforcement of construction standards and specifications for the design and operations of the public works systems.

- Reviews plans, contracts, budget estimates, and proposed ordinances.
- Establishes and maintains relationships with developers, contractors, and engineers.
- Evaluates and recommends professional consultants and contractors.
- Assists in the design and engineering of utilities, drainage, streets, and parks.
- Negotiates and acquires easements and rights of way for projects.
- Reviews consultants and contractor plans, specifications, materials submittals, and payment requests.
- Assists in coordinating and implementing the City's capital improvement program, including overseeing the municipal capital improvement, construction, and maintenance projects.
- Administers and maintains capital improvement contracts.
- Prepares initial cost estimates and project schedules for capital improvement projects.
- Attends various classes and seminars as required.
- Performs other duties as assigned.

Typical Decisions: The incumbent is responsible for decisions regarding departmental budgets; safety policies for departments as well as overseeing compliance with local, state and federal regulations public utility laws.

Minimum Qualifications:

Knowledge of:

- Operations, services and activities of a comprehensive utilities program.
- Operations, services and activities street maintenance program.
- Principles and processes involved in business and organizational planning, coordination, and execution.
- Developing plans and budgets, and monitoring them against actual activity.
- Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

Skill in:

- Leading and participating in streets and park maintenance, water distribution, and wastewater collection maintenance services.
- Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Assembling and preparing data for report presentations.
- Troubleshooting and problem solving related to streets, parks, and utilities systems activities.
- Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Safe operation of diverse mechanical equipment.
- Sensing the environment and setting goals and objectives.
- Maintaining and repairing utilities and public works systems.

Ability to:

- Supervise, organize and review the work of technical and maintenance personnel. Select, supervise, train and evaluate staff.
- Develop, interpret, explain, and enforce department policies and procedures within assigned crew.
- Troubleshoot problem situations related to water distribution activities.
- Analyze, assess and resolve problem situations.

- Analyze and calculate the quantities and type of equipment and material needed to complete streets and maintenance and improvement projects.
- Prepare clear and concise reports.
- Deal tactfully with the public.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Bachelor's degree with major coursework in construction management, public administration, or related field or equivalency.

Experience: Ten (10) years of experience of progressive experience related to municipal public works operations, or an equivalent combination of education, training, and experience.

Licenses and Certifications:

- Possession of a valid Class C Texas driver's license.
- Class B Water Systems Operator and Wastewater Collection III.

Physical Demands and Working Conditions: Must possess mobility to work in and around City and private buildings, facilities, and construction sites, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to operate varied tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing field inspections. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

Employees work in and around various buildings, facilities, and construction sites and are exposed to loud noise levels, cold and hot temperatures, heights, mechanical and electrical hazards, dust and hazardous physical substances and fumes.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.