



## CITY OF AUSTIN

### JOB DESCRIPTION FOR PUBLIC WORKS DIRECTOR

---

**Job Title:** Public Works Director

**Revision Date:** 5/21/2025

**Department:** Public Works

**Reports To:** Mayor

**Safety Sensitive Position:** Yes

**Supervisory Responsibilities:** Yes

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

1. **Job Summary:** This position is responsible for overseeing the planning, operation, maintenance, and improvement of the City's Water, Sewer, and Street Departments, ensuring safe, reliable, and efficient services that meet the needs of the community and comply with all regulatory requirements.

2. **Essential Duties and Responsibilities:**

a. Leadership and Management:

- Direct, plan, and coordinate all operations within the Public Works Department.
- Supervise and provide guidance to departmental staff, including hiring, training, performance evaluations, and disciplinary actions.

b. Water and Sewer System Oversight

- Ensure compliance with state and federal water quality environmental regulations (ADEQ, EPA, ADH).
- Oversee the operation and maintenance of water distribution systems, sewer collection, and wastewater treatment facilities.
- Monitor system performance and implement improvements to ensure service reliability and sustainability.

- c. Street and Infrastructure Maintenance
  - Manage maintenance, repair, and construction of city streets, drainage systems, sidewalks, and related infrastructure.
  - Develop short- and long-term capital improvement plans for streets and public infrastructure.
- d. Planning and Project Management
  - Coordinate with engineering consultants, contractors, and other agencies for infrastructure projects.
  - Review and approve project designs, specifications, and cost estimates.
  - Monitor construction projects for compliance with contracts, safety standards, and regulations.
- e. Emergency Response
  - Serve as part of the city's emergency management team, coordinate responses to natural disasters, utility failures, and other public works emergencies.

### **3. Minimum Qualifications:**

- a. A citizen of the United States.
- b. Possess a high school diploma.
- c. A valid Arkansas driver's license with a clean driving record for the past three years.
- d. Possess a valid Arkansas Class 3 Wastewater Operator License and Class 3 Water Distribution License
- e. Knowledge of hand & power tools.
- f. Operate heavy equipment proficiently.
- g. At least 5 years of experience working in both water and wastewater fields.
- h. Able to pass pre-employment and random drug testing.
- i. Clean background check.

### **4. Additional Knowledge, Skills, or Abilities Needed:**

- a. Leadership, Management, and multi-tasking skills.
- b. Road Construction techniques and procedures.
- c. Ability to speak effectively with citizens, business professionals, or employees of the city.
- d. Ability to use tact, diplomacy, and courtesy in dealing with the public and fellow employees.
- e. Ability to keep track of details.
- f. Ability to safely operate heavy equipment and machinery.