

CITY OF HUNTINGTON  
JOB DESCRIPTION

CLASS TITLE:	Administrative	PAY GROUP	Administrative
UNIQUE TITLE:	Director of Public Works	EXEMPT	
DEPARTMENT:	Public Works	FULL TIME	

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**JOB SUMMARY:** Under the general direction of the City Administrator, is responsible for directing and coordinating the operation and administration of engineering, public utilities to include water, wastewater and gas distribution operations, streets/drainage and parks, inspections and sanitation, vehicle and equipment maintenance and administration of the City's capital improvement program, all Federal, State and City required reports, and perform other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Manages the field and administrative operations of the public utility, streets and parks operations.
- Prepares administrative, technical and financial reports pertaining to the activities of the department.
- Prepares and maintains the annual operating budget for the public works operations.
- Actively participates in planning, developing and implementing a capital improvement program.
- May respond to citizens on complaints and related issues.
- Provides administrative support and works with selected boards and committees of the City.
- Make presentations to regulatory agencies and City Council.
- Design and implementation of capital improvement programs.
- Involved in the negotiation of fees for professional service contracts.
- Performs negotiations with developers and contractors on projects.
- Provides managerial and technical recommendation to City Administrator.
- Develops goals and objectives for the department.
- Communicates effectively with the public, employees, and the media in person, in writing, and by telephone.
- Performs other related duties as assigned or required.

**PHYSICAL CAPABILITIES:** Sits for extended periods of time writing by hand or dictating correspondence and memorandums; safely lifts, holds and carries up to 30 pounds of office files, materials or equipment; reads difficult source documents and computer screens.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:** Prefer: Associate Degree from an accredited college or university; three years supervisory experience in municipal public works, or any combination of education and experience equivalent to the above; experience as a Public Works director or Assistant Public Works director may serve in lieu of educational requirement. Applicant must possess a valid Texas Driver's License.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:** Thorough knowledge of theory and practices of municipal public works operations; thorough knowledge of modern management practices; exceptional ability to deal effectively and courteously with people; well-developed supervisory and interpersonal skills; exceptional ability to write and speak effectively; ability to review, interpret and analyze data to make effective recommendations for action; ability to prepare technical and administrative reports; ability to work with the budgetary aspects of the position.

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I have reviewed this job description and the duties with the employee named below.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

I understand my duties listed above and that my duties are not limited to those listed and I have received a copy of this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date