

City of Port Arthur, TX

Director of Public Works



44 4th St | Port Arthur, TX 77640





The Community

Port Arthur is located 90 miles east of Houston on the gulf coast of Texas and is ranked as the twelfth largest port in the United States and the second largest refining port. Port Arthur is the home of three major refineries and is the important terminus of the Kansas City Southern railroad. The town has grown to almost 60,000 with a diversifying economy to sustain Port Arthur's growth.

Soaring bridges spanning scenic waterways lead to outdoor adventure filled with birding, fishing and wildlife. Port Arthur unites land and sea in Southeast Texas, where their motto is “laissez les bons temps rouler,” that translates to “let the good times roll”.

Port Arthur provides wetlands and Gulf beaches, salt and fresh water fishing and a comfortable year-round climate that is perfect to enjoy Sea Rim State Park, a completely natural beach. Port Arthur offers strong Cajun and other cultural influences through its cuisine and music.

Government

Port Arthur operates under a City Manager form of city government. The City Council is made up of a Mayor and eight Councilmembers. Four Councilmembers are elected from single member districts, two from combined districts and two at large. The two at large members are elected for three year terms and the other Councilmembers and mayor are elected for three year terms.

The Position

The Director of Public Works manages, supervises and coordinates the activities of the Public Works Department including street construction and maintenance, drainage construction and maintenance, water and sewer construction, engineering services, traffic systems construction and maintenance, electrical and painting services and buildings and parks/grounds maintenance; to coordinate Public Works activities with other City divisions and departments; and to provide complex staff assistance to the City Manager. The Director of Public Works reports to the City Manager.

Knowledge and Abilities

- Modern and highly complex principles and practices of Public Works administration and civil engineering.
- Types and level of maintenance and repair activities generally performed in street, drainage, water and sewer, traffic, electrical and paint, building maintenance and parks and grounds maintenance.
- Occupational hazards of the activities supervised and standard safety precautions necessary in the work.
- Principles of organization, administration and budget management.
- Plan, organize and implement a comprehensive program of maintenance and repair work for Public Works facilities.
- Conduct studies, prepare comprehensive reports and determine cost effective ways for providing Public Works services.
- Prepare and analyze Public Works maintenance and services reports, statements and correspondence.
- Develop and administer the Public Works Department's budget.

Essential Duties and Responsibilities

- Essential duties and responsibilities may include, but are not limited to the following:
- Manage, supervise and coordinate goals and objectives as well as policies and procedures necessary to provide Public Works Department services; develop new or modified systems, policies and procedures.
- Manage, supervise and participate in the preparation, development and evaluation of highly technical studies, reports and analyses related to Public Works maintenance and construction services and activities; develop and implement technical methods and systems and analyze and evaluate results.
- Develop and administer the Department's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate staff; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.
- Plan, organize and direct, through subordinate personnel, a program of street maintenance and repair work including such things as street resurfacing, repairing, patching and cleaning, and sidewalk and curb and gutter removal and replacement.
- Plan, organize and direct, through subordinate personnel, a program of drainage maintenance and repair work including such things as storm drain and culvert maintenance, and storm pump operations and maintenance. Also included in this area is construction of water and sewer lines.
- Plan, organize and direct, through subordinate personnel, a program of engineering services to include surveying, drafting, plan preparation, inspection, right-of-way work and other related tasks.
- Plan, organize and direct, through subordinate personnel, a program of traffic system, electrical, paint and street lighting construction and maintenance including such things as traffic signals and signs, street lights, street and curb painting, electrical and mechanical systems.
- Plan, organize and direct, through subordinate personnel, a program of building, parks and grounds maintenance including such things as roof surveys, ADA compliance, right-of-way mowing, ball field setups and golf course management.
- Oversee the maintenance of time, material and equipment use records; ensure proper requisition of supplies and materials.
- Approve the purchase of materials and purchase or rental of equipment and assist in the development of specifications for purchases or rentals.
- Approve progress payments to contractors providing services to the City.
- Monitor and supervise the investigation and response to citizen complaints.
- Insure the adherence to safe work practices by Public Works personnel.
- Coordinate the preparation of cost estimates and plans for street, traffic control and drainage system maintenance and repair activities.
- Coordinate street, storm drainage system, and water and sewer construction and maintenance activities with other City departments, division, and sections and with outside agencies
- Recommend appointment of, train, motivate and evaluate staff, monitor employee performance, prepare and present employee performance reviews and coordinate or provide staff training.

Education and Experience

Qualified candidates will have a Bachelor's degree in civil engineering, or a related field from an accredited college or university, in addition to, a minimum of seven years of increasingly responsible Public Works administration experience and additional training in public administration and related areas through college courses or continuing education courses.

Possession of a Texas Registered Professional Engineer's license, or one from another state which is recognized by Texas and can be made reciprocal within 6 months of employment or ability to obtain within twelve (12) months of employment is required.

The Ideal Candidate

The ideal candidate will have experience in street, drainage, water and sewer, traffic, electrical and paint, building maintenance and parks and grounds maintenance. This person should be a visible leader with knowledge of public works principles, fiscal planning and budget development and administration.

The ideal candidate must exhibit strong relationship-building skills and exhibit discernment in working with the entire organization and the community. This individual will be an effective manager who inspires staff to achieve excellence and encourages professional development. Solid leadership skills to include communication, collaboration and team building efforts will be necessary to build a cohesive work division. Advanced written and oral communication skills are imperative.

Salary

The City of Port Arthur is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for a successful out of area candidate.

How to Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: PADPW

Affion Public
2120 Market Street
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-8004
www.affionpublic.com



Delivering Leaders.

