



Job Title: Public Works Director  
Salary: DOQ  
Department: Public Works

08/02/2017

**JOB SUMMARY:**

Organizes, directs, and coordinates the activities of the support and field operations groups of the Public Works Department. The incumbent oversees the procurement, management, and maintenance of the City's fleet of equipment. The Public Works Director manages street cleaning, maintenance and all residential and commercial solid waste collection and disposal activities including recycling and the transfer station operation. The Director is responsible for determining major departmental policies, for planning long-term programs, for resolving difficult administrative problems, and for managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day administrative activities to subordinate supervisors since the major emphasis is on overall administration and coordination. Broad policies are prescribed by, and general direction is received from the Assistant City Manager, who holds the Public Works Director responsible for the effectiveness of departmental programs.

**QUALIFICATIONS:**

- Knowledge of local, state, and federal regulations affecting Public Works projects and activities.
- Ability to perform a broad range of supervisory responsibilities over others
- Develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Bachelors degree or University Program Certificate; or two to four years related experience and/or training, or equivalent combination of education and experience.
- Professional Engineering License preferred
- Class "A" Solid Waste License preferred
- Valid Texas Driver's License
- Ability to communicate in English and Spanish

**PHYSICAL REQUIREMENTS:**

The employee is regularly required to sit and use hands to finger. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, TMRS retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen, Human Resources Department, 118 E. Tyler, Harlingen, Texas 78550, [www.myharlingen.us](http://www.myharlingen.us).