

## WISE COUNTY, TEXAS - Job Description

Position Title: DIRECTOR OF PUBLIC WORKS  
Department: Public Works  
Immediate Supervisor: County Judge, hiring and firing retains with  
Commissioner's Court  
Salary Range: Up to \$68,640/year\*  
\*Depending upon qualifications and certifications

### **Job Summary**

Directs the activities of the Public Works Department including the convenience sites and supervises septic inspections in a timely manner

### **Job Scope**

Directly supervises multiple full and part time positions

### **Essential Job Duties and Responsibilities**

DIRECTS the activities of the public works department and STAYS ABREAST of state and federal laws and regulations governing solid waste disposal, convenience sites, septic systems, public health and safety and ensures compliance with such regulations

IMPLEMENTS the public work policies of the county commissioner's court

PREPARES the public works budget and monitors budgeted expenditures

OBTAINS certification in waste management training and on- site sewage facilities

ENSURES that public works employees maintain current certification

ORGANIZES work schedules for all public work employees

OVERSEES the maintenance of all equipment

PERFORMS other duties as required

COORDINATES with other departments for personnel and equipment

### **Physical and Environmental Conditions**

The position is located in an office environment, shop, and vehicle and outdoors at convenience sites and septic tanks. The incumbent must be physically able to move between the various work sites, frequently lifting up to 50 lbs. and occasionally 70 lbs.

### **Minimum Education, Experience and Certification**

A high school diploma or equivalent is essential. Some type of experience in supervision of employees and equipment maintenance and operation. The incumbent is required to receive certification in Waste Management Training, Water and Waste Water Training and Leaching Chamber Systems. Must be licensed Peace Officer or obtain within one year, must have Designated Representative On Site Septic Facility (OSSF) certification from Texas Commission of Environmental Quality (TCEQ) or obtain within one year, prefer CDL but not required.

### **Knowledge, Skills and Abilities**

Skills in maintenance, equipment operation and truck driving. Knowledge of county goals, budgeting, planning, septic systems, solid waste disposal and operation of convenience sites. Ability to supervise, delegate work, meet the public, complete reports and establish work schedules. Ability to read laws and regulations on septic systems, solid waste, soil analysis and reports. Ability to perform basic mathematical calculations. Ability to write weekly and monthly reports, letters and budget. Ability to operate front end loader, haul truck and roll off truck.