

NOW HIRING

Public Works Project Manager

Salary Range: \$70,000 - \$87,500 Annually

Under the general direction of the Public Works Director. Position exercises expert independent judgment and provides professional assistance in areas of engineering, program planning, fiscal management, operational direction and project management. Demonstrates excellent problem solving abilities, and superior verbal and written communication skills. Requires broad knowledge of the principles, practices and techniques used in the construction and maintenance of streets, storm sewer, sanitary sewer and potable water treatment and infrastructure.

Minimum Qualifications and Education

- Graduation from a four-year college or university with major course work in Civil Engineering, Construction Management, or related field of study.
- Engineering, design and project management of streets, drainage, sanitary sewer and water projects may be substituted for a degree.
- Seven to ten years of progressively responsible municipal public works experience, at least five of which were at a management and supervisory level.
- Any combination of training, education and experience that demonstrates the required knowledge skills and abilities.

Must Possess:

- Texas Class C Driver's License required.
- Class B Water and Wastewater Certification is preferred.
- Texas registration as a Professional Engineer is desirable.
- Average to above average computer skills including familiarity with Word and Excel.
- Experience with ARC GIS and CAD preferred.

Summary of duties

- Plan, direct and concurrently manage multiple broad comprehensive public works programs and activities.
- Analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, make recommendations and determine courses of action, present proposals and recommendations clearly and logically.
- Review plans and specifications for compliance with City requirements.
- Assess and analyze City standard specifications for street, drainage and utility improvements and recommend updates.
- Establish priorities, develop, implement and monitor long-term plans focused on achieving the goals and objectives of Public Works.
- Evaluate bid documents for a variety of public works related design, construction and maintenance projects, recommend contract awards, and coordinate, review and approve contractor's performance.
- Analyze, evaluate, and approve or recommend approval for a wide variety of technical testing related to water, wastewater, and street construction and maintenance for compliance with applicable federal, state and City requirements.
- Plan, organize, direct, coordinate, review and evaluate the performance and approves the work of consulting engineers, contractors and others involved in public works maintenance and construction
- Develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Establish and maintain effective working relationships with staff, developers, engineers, contractors, governmental and regulatory officials, and others encountered in the course of work.
- Knowledge of applicable federal, state and local law, codes and regulations governing the administration of public works functions and activities.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Review and give advice on development plans and permits for work in City rights-of-way.

HOW TO APPLY: Download employment application at www.ennistx.gov and return to Human Resources, 115 W. Brown St. Ennis, TX 75119 or fax to 972. 875. 9738 or email to ikasujja@ennistx.gov

Position will be open until filled.

THE CITY OF ENNIS IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE

