

DIRECTOR OF PUBLIC WORKS



City of Hutchins, TX

Applications will be accepted until Oct 31, 2017

The Community

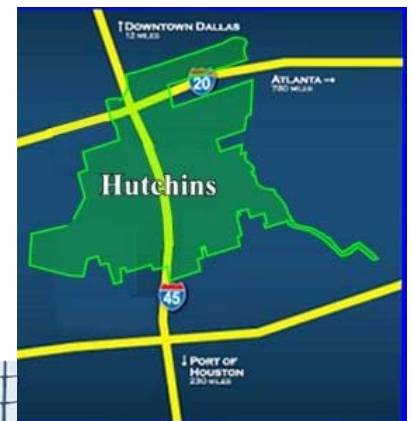
The City of Hutchins is ideally situated along the I-45 and I-20 corridor in Dallas County. Hutchins is a close knit, diverse community of 5,500 residents in 9.2 square miles. It is surrounded by a larger service area that is 100 square miles. Travel along the I20/I45 corridor and international intermodal are enhancing the community profile. As a result, the City is experiencing a season of growth and development like never before. This is an exciting time to join the executive team.

Hutchins is ideally located at the southeast edge of the Dallas along the I-45 and I-20 corridor.

Public Works Department

The FY 2017-18 adopted budget for the Public Works Department totals \$6.5 million and the department has 12 fulltime employees. Public Works is responsible for water/sewer system, streets, drainage, engineering, traffic control, parks, mowing, the Capital Improvement Plan, and facility maintenance. As part of the current fiscal year budget adoption, the city has adopted an aggressive capital improvement plan that includes major streets, residential streets, sidewalks, and drainage projects. Additionally the City has hired a consultant to conduct a study of the water and sewer system in order to develop a comprehensive water/sewer CIP plan. The City is also in the process of finalizing the inaugural Parks Master Plan. The funds allocated to pay for these projects are from a combination of city issued tax notes, Dallas County funds, CDBG funds, drainage fees, impact fees, general revenue, and the water and sewer fund. The director will oversee project implementation, bidding, consultants, contractors, budget, and reporting.

We are the New Frontier!



Union Pacific Railroad Dallas Intermodal Terminal



Education & Experience

Minimum required qualifications for this position include a Bachelor's degree from an accredited college or university with major coursework in construction management, public administration or related field; a Class B Water Systems Operator Certification; and a Wastewater Collection C Certification.

A minimum of ten (10) years of progressive experience related to municipal Public Works operations.

Job Summary

Works under the broad administrative direction of the City Administrator. This is a highly independent and responsible executive level position that supervises and directs the day-to-day operations of the Public Works Department that includes street maintenance, water and sewer utilities, fleet maintenance, building inspections, building maintenance, parks and recreation, and planning and zoning. Duties include the management of repair and maintenance of city streets, roadways, water distribution, and wastewater, city vehicles, parks and assist in the maintenance of public buildings. Provides construction information, recommendations, technical assistance to City management; attends all meetings related to City Management and Public Works. Prioritizes order of construction projects, and lays out daily work schedules; oversees construction projects including CIP projects, including supervising contractors and consultants. Administers department budget and authorizes related expenditures.



Primary Duties and Responsibilities

- ⇒ Provides administration of city public works activities, including street maintenance, water and sewer utilities, fleet maintenance, building inspections, animal control, building maintenance, parks and recreation, and planning and zoning.
- ⇒ Ensures city compliance with applicable federal, state, and local laws and regulations concerning public works administration, including regulatory reporting.
- ⇒ Evaluates the scheduling and use of manpower, equipment and resources to ensure efficient and effective use.
- ⇒ Oversees the preparation and administration of the department budget, including maintaining records, logging expenditures, monitoring purchases, and creating equipment replacement programs.
- ⇒ Selects, supervises, trains, and evaluations department staff, including implementing disciplinary actions and corrective measures.
- ⇒ Meets and residents and developers to resolve zoning issues and find solutions.
- ⇒ Provides interpretation and enforcement of construction standards and specifications for the design and operations of the public works systems.
- ⇒ Reviews plans, contracts, budget estimates, and proposed ordinances.
- ⇒ Establishes and maintains relationships with developers, contractors, and engineers.
- ⇒ Assists in coordinating and implementing the City's capital improvement program including overseeing the municipal capital improvement, construction and maintenance projects.
- ⇒ Assists in the design and engineering of utilities, drainage, streets, and parks.
- ⇒ Negotiates and acquires easements and rights of way for projects.
- ⇒ Prepares initial cost estimates and project schedules for capital improvement projects.



Benefits

The City of Hutchins offers a robust benefits package to fulltime employees including:

- ⇒ A per employee stipend of \$570 monthly for use towards the cost of insurance.
- ⇒ Provision of three (3) medical and prescription coverage plans through Cigna Health Care.
- ⇒ Provision of dental and vision benefits coverage through Humana.
- ⇒ Provision of \$15,000 in life insurance coverage at no cost to the employee.
- ⇒ Participation in the Texas Municipal Retirement System (TMRS). Fulltime employees are automatically enrolled as a member of TMRS upon hire. Employee contribution rate is 7%; the City matches member contributions on a 1.5 to 1 basis upon retirement of the employee.
- ⇒ Additional voluntary benefits are also available.



Wilmer Hutchins Elementary School: A Dallas Independent School District Campus

Ideal Candidate

A highly qualified candidate for this position will have experience in job cost estimating; operating budget development and management; capital improvement budget development and implementation; construction site supervision; streets evaluation and repair planning; and parks planning. Additionally, strong quantitative and presentation skills are necessary to be successful.

This position serves as a member of the executive team for the City and is expected to represent the City and its interest in a number of audiences including with county, state, and federal officials and the general public. The City is experiencing growth and development like never before and seeks to identify a public works professional to play an important part of the leadership for this transition. The City of Hutchins expects that all personnel will work as a collaborative team for the betterment of the community. A spirit of teamwork is a must.

How to Apply

Interested applicants should submit their applications online at www.cityofhutchins.org. Resumes and cover letters are encouraged in addition to an application. All inquiries and supplemental information should be submitted to Trudy Lewis, Budget and Human Resources Director at tlewis@cityofhutchins.org.

The initial review of applications will take place on November 1, 2017. Interviews are anticipated to be on November 14.

