

City of Fulshear
JOB DESCRIPTION

Position Title:

Director of Planning, Development and Public Works

Position Status:

Exempt

General Description:

Performs complex supervisory, administrative and professional work in planning, organizing and directing the various operations of the newly created Office of Planning Development and Public Works Department, including environmental, water, wastewater, traffic control, equipment maintenance, engineering operations and platting/ planning process, development review and other public works projects and programs; to coordinate assigned activities with other City departments, outside consultants and outside agencies. This senior executive position will ensure appropriate delivery of planning, development and public works services that are in alignment with the policies and goals of the Mayor, City Administrator and City Council.

Organizational Relationships:

Reports to: City Administrator; Mayor

Supervises: Maintenance Director, contracted services providers

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A Bachelor's or Master's Degree from an accredited college or university in in Civil Engineering, Planning, Public or Business Administration or a closely related field is required. Experience may be considered in lieu of educational attainment if experience in a relevant field exceeds ten (10) years.

Five (5) years of professional supervisory/ managerial Planning, Development, Public Works or Civil Engineering experience. Possession of a valid Driver's license. Professional licenses or certificates in a related field are desirable. The person in this position must be able to pass background check. Some travel required.

Essential Functions and Expected Outcomes:

The following duties are performed personally, in cooperation with the City Administrator, and/or in coordination with other City employees, consultants, advisors, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all employees. Active listening and feedback clearly and consistently strengthen the quality and quantity of employee performance and results being achieved. Collaborative leadership style fosters teamwork and encourages employee input and involvement in decision making. Employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values. There is a clear understanding of the steps that will be taken when service standards are not acceptable.

Initiates the Department operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement. Open communication with the City Administrator and Leadership Team identifies administrative and operational opportunities and challenges and reaches appropriate decisions and recommendations.

Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Planning, Development and Public Works Department. Supervises department managers, public works staff, and consultant providers, either directly or through subordinate staff. Establishes goals and objectives for departmental operations and implements appropriate strategies to achieve departmental goals consistent with City purposes.

Determines work procedure, schedules, and expedites workflow. Issues written and oral instructions. Maintains regular and effective communications with departmental employees and contracted consultants and vendors. Assigns duties and reviews employee performance for conformance to established work performance standards

and policies and procedures. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Manages the Department's operations consistent with City policies and procedures, and applicable State and Federal regulations. Maintains harmony among workers and resolves grievances as appropriate. Leads, motivates, counsels, or otherwise guides individual employees to understand the role they play within the overall organization as compared to their own personal agenda. "Sets the example".

Responsible for oversight of preparation and documentation of departmental budget requests; administers adopted budget in assigned area of responsibility. Evaluates needs and formulates short and long range plans in all areas of responsibility, including planning, water, wastewater, environmental issues, engineering operations and platting and permit processing, and development review.

Responsible for the review of private project development plans and plats for compliance within defined regulations, and standards, adequacy of applications for permits and compliance with approved plans and plats. Responsible for the development (and update) and implementation of the Comprehensive Wastewater Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), the City's Fleet Maintenance Operations and other operational plans involving the City's infrastructure systems.

Responsible for coordinating the oversight and/or the preparation of engineering plans and specifications, contract bidding, evaluation of competency of contractors and vendors, determination of the selection criteria for public works contracts and the management of the contractor/vendor relationship. Provides direct and oversees project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project.

Manages contracts and performance of contracted consultants and/or firms contracted to the City to work on public works projects including but not limited to the quality of work, meeting terms and conditions of contract, performance and timeline targets, budget compliance, and overall effectiveness of the consultant or firm.

Responsible for the maintenance of infrastructure and other records. Responds to public and other inquiries related to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with the City Engineer and other consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding the City's Public Works related activities and services. Monitors inter-governmental actions which may affect City public works related operations.

Prepares reports studies for the City Administrator, Mayor and Council as scheduled or requested. Timely, well documented studies and analyses provide a sound foundation for policy decision recommendations by City staff and policy decision making by the Council. The Mayor, Council, City Administrator, members of the Leadership Team, and other interested parties are kept current with reliable, accurate, and documented information. Planning and project reporting is timely, thorough, and provides an accurate and current measure of actions taken to create and maintain quality services and facilities for both the internal and external community.

Performs other job-related responsibilities as evident or directed by the City Administrator.

Essential Knowledge and Skills:

- Principles, practices and techniques of planning and public works administration within the public sector.
- Federal and State laws, rules, and regulations affecting local government, especially as they pertain to relevant divisions.
- Leading and supervising employees, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- Partnering with other organizations and the community.
- Implementing work methods and procedures which promote a safe working environment and ensure proper staff training in work safety.
- Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.

- Developing and implementing recommendations regarding work procedures and cost effective services by evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
- Comprehension of City-wide personnel policies as well as reporting and disclosure requirements of government entities.
- Use of common office software including Microsoft Office and applicable specialized software.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date