



City of Saginaw

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[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

**JOB OPPORTUNITY ANNOUNCEMENT**  
**Director Public Works/Economic Development**

**Closing Date:** Opened Until Filled

**Application packet available:** [www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

**Salary:** \$ 91,954 annually

**Job Summary:** Work is performed under the supervision of the City Manager and Asst. City Manager for development of future facilities and public works projects. Provides input to city management in establishing policy for municipal maintenance and improvements for approximately thirty five (35) employees. Directs all activities and functions of the engineering, streets, and utility services activities of the City. Position involves a large number of tasks and duties which involve broad functions and processes of an administrative or professional nature requiring decision making and analysis. Incumbent has broad supervision over various unrelated types of activities in terms of developing policy, assigning jobs, planning procedures, determining priorities, and setting goals. Position involves regular contact with the public in structured situations that may require the incumbent to negotiate as a representative for the City.

**Essential Job Functions:** Supervises water and sewer department, streets, drainage, inspections/animal control department and the City garage. Other duties include community development, economic development, planning and zoning, and floodplain administration. Provides administrative direction to major public works activities including water, streets, construction inspection, and engineering services. Directs the planning, design, construction, and maintenance of future facilities and public works projects. Reviews plans; gives developers advice regarding drainage, traffic, utilities, etc., prepares cost estimates in construction and repair projects; directs staff in control of major projects while under construction; ensures contractual agreements are met and the City is properly serviced by the construction and installation of facilities and improvements by contractors. Develops the annual department budget and controls expenditures. Provides management direction in all hiring, training, and evaluations of personnel within the area of responsibility. Represents the City at public (City Council, Planning and Zoning, Board of Adjustments) and private meetings and conferences, participating and negotiating as authorized in solving public works and community planning problems.

**Other Job Functions:** Works with other City departments as needed.

**Required Education, Degrees, Certificates, and/or License:** Bachelor's Degree preferred in public administration, construction management or related field, and/or minimum of five to seven years management experience in public works as a director or assistant director. Valid Texas Driver's License. Must speak English.

**Experience, Training, Knowledge, and Skills:** Thorough knowledge of laws, regulations and policies governing the conduct of public works activities. Skill in negotiating, preparing, and letting contracts for public works projects. Ability to read, and interpret engineering plans and specifications, and calculate costs involved in engineering projects. Work is performed both indoors in an air-conditioned office and outdoors subject to extremes of weather conditions. Incumbent will be required to physically inspect construction/project sites; must follow safety procedures at construction sites including the wearing of helmets or other recommended safety gear.