

City of Fort Worth, Texas Job Description

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| Classification Title | Transportation and Public Works Director | | |
| Job Code: | DH1171 | Job Family: | Department Head |
| Pay Grade | 309 | Date Created: | 09/14/15 |
| FLSA Status | Exempt | Date Revised: | 12/11/18 |

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Transportation/Public Works Department, including direct management of assigned divisions. Coordinates assigned activities with other departments and outside agencies. Provides complex administrative support to an Assistant City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the Transportation/Public Works Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned human resources programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
6. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
7. Represents the Transportation/Public Works Department to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.

8. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and prepares and present staff reports and other necessary correspondence.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive, transportation/public works program.
 - Development and maintenance of streets, drainage systems, street lights, traffic signals, and buildings.
 - Principles and practices of program development and administration.
 - Methods and techniques of training, coaching, mentoring and organizational development.
 - Principles and practices of municipal budget preparation and administration.
 - Pertinent federal, state and local laws, codes and regulations.
 - City personnel policies and procedures.
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
 - Collaboration.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage and direct a comprehensive transportation/public works program.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 - Analyze data and information; draw conclusions; propose responsive actions.
 - Identify and respond to sensitive community and organizational issues, concerns and needs.
 - Plan, organize, direct and coordinate the work of lower-level staff.
 - Delegate authority and responsibility.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Prepare clear and concise administrative and financial reports.
 - Prepare and administer large and complex budgets.
 - Operate a computer and other office equipment.

- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in civil engineering or related field and eight years of responsible experience in professional engineer design and construction relating to transportation and public works, including four years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.