

Job Title:	Assistant Director of Community Services & Development	Position Type:	Full Time / Exempt
Division:	Water/Wastewater/Parks/Streets/Inspections/WFC	Department:	Community Services

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: Assists in managing the operations, services, activities, maintenance and personnel of the City’s water, wastewater, streets, parks, Woodway Family Center, and inspection systems and provides support for the City’s planning and zoning functions and Park Board or delegate of the Director.

Supervision Received: Work is performed under the administrative direction of the Director of Community Services.

Supervision Exercised: Assists in supervising the Water, Wastewater, Woodway Family Center, Street, and Parks Crews.

Examples of Duties: Instructs, schedules, reviews and evaluates the work activities of subordinate personnel. Inspects job sites to ensure that safety procedures and established repair methods are utilized. Inspects equipment and vehicles for safe operation, maintenance and damages. Coordinates and schedules work activities involving outside contractors, consultants, and/or other City departments. Maintains operational records such as daily reports. Maintains map files on the water, wastewater, street, and parks system. Investigates and takes appropriate action to resolve citizen complaints. Ensures compliance with laws, City Codes and Ordinances. Responsible for maintenance and operation of assigned systems. Coordinates purchasing and bidding activities, and assists with budget development. Plans annual work programs. Inspection of any water system, sanitary sewer, storm water drainage system and street construction and building permit activities. Ability to write concise reports, ability to review and understand City codes, State laws, etc.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of methods, materials, and procedures used in making repairs to and maintaining the City’s water, wastewater, street, and parks systems; knowledge of departmental policies and procedures; knowledge of fundamentals of water hydraulics, knowledge of Federal, State and Local laws and regulations relating to the design, development and maintenance of water and wastewater systems; knowledge of the conditions requiring transfer, and how to transfer water from various plants/pressure planes; knowledge of valving operations; knowledge of electrical switching gear and basic electrical circuitry; knowledge of street and parks maintenance methods and materials.

Skills: Skill in making simple arithmetic calculations; skill in driving a light truck; skill to effectively communicate in writing; skill to effectively communicate verbally; skill in operating a personal computer; skill in word processing and computer presentations.

Abilities: Ability to make independent judgments; ability to estimate costs to meet unit objectives and goals; ability to plan, organize and monitor subordinate employee work assignments to accomplish unit objectives; ability to determine training needs of subordinate employees and to develop and implement training activities to meet these needs; ability to set clear performance standards for subordinate employees; ability to read and

interpret maps; ability to project material and supply needs and develop procedures to ensure maintenance of adequate stock levels at all times; ability to read and interpret construction plans; ability to recognize utility meter operational and functional problems and malfunctions; ability to read and interpret technical reference manuals; ability to identify and correct potential safety hazards; ability to apply established procedures for budget preparation; ability to communicate effectively with the public; ability to establish and maintain effective working relationship; ability to supervise the work activities of subordinate personnel; ability to effectively discipline subordinates, when warranted; ability to remain on and respond to on-call situations. Climbs, crawls, twists, stoops, kneels, squats, stands, walks and twists for extended periods of time while performing supervision and, under some circumstances, working with work crews to perform critical repairs and other job duties as needed. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather. Some exposure to chemical, dust, fumes, odor, and toxic waste using proper safety standards and procedures. Weekend, late hours, holiday work may be required. Operate motor vehicle and other motorized vehicle and other motorized equipment safely. Read and understand verbal and written job instructions and warning signs, labels and devices. Lift and carry up to 100 pounds, and pull, push, and drag up to 150 pounds. Search files, assemble information, file and retrieve files. Climb stairs, steep slopes, and navigate wooded areas. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel manning. Works in trenches and confined spaces, using proper safety gear. Hear clearly when working around equipment or in street and alley traffic, using proper safety precautions. Works in constant and extreme noise levels routinely encountered in water distribution and sewer collection.

Education: Bachelor’s degree; Bachelor’s degree in Engineering or other fields related to respective operations, preferred.

Experience: A minimum of three years of progressively responsible related experience, including two years of supervisory experience.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver’s license and driving history acceptable to the City. Must be able to obtain certification as Building Inspector and Electrical Inspector within (12) months of hire date; and Plumbing Inspector licensed by the State of Texas within eighteen (18) months of hire date; Texas Water License Class C, and Class II Wastewater License, or be able to obtain within six (6) months of hire date. Grade B preferred within twelve (12) months.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Assistant Director of Community Services	Revised:	March 6, 2025
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Signature

Date