

Town of Ponder

Job Description

TITLE	Public Works Director	Job Code	
REPORTS TO	Town Administrator	Range	\$84,500-\$100,000
DEPARTMENT	Public Works	FSLA	Exempt
DATE	10/20/25	Job Family	Administration

GENERAL PURPOSE:

The Town of Ponder, TX. is looking for an engaging Servant Leader to join our Executive Leadership Team as our next Public Works Director. Receiving generalized directions from the Town Administrator, the Public Works Director is responsible for the overall operations of the public works division, including: water distribution, wastewater collections and treatment, street maintenance and repair, parks and facilities maintenance. The Public Works Director is responsible for ensuring regulatory and safety procedures are implemented and practiced. The Public Works Director will manage personnel within their department and provide executive level support to the Town Administrator and Town Council.

PRIMARY DUTIES AND RESPONSIBILITIES:

Management and Leadership

An engaging Servant Leader who oversees and directs the daily operations of the Public Works Department including Streets, Water, Drainage and Wastewater. Plans and directs the development of current and future facilities and public works infrastructure and facilities. Manage and supervise staff, including hiring, training, performance, evaluations and implement disciplinary actions as needed. Develops and implements departmental policies, procedures, strategies and goals. Organizes, coordinates and directs the Town's water, distribution, water reclamation, collection, drainage, fleet maintenance, streets and traffic safety operations. Assures all departments have the necessary resources to complete work assignments. Monitors the operating budget of each department and expenditures. Ensures all job requests are completed in a timely manner. Conduct staff meetings to encourage and promote inter-departmental cooperation. Works closely with Town Financial and legal staff to ensure the interests of the Town are protected. Supports the relationship between the Town of Ponder and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Town staff; confidentially of work-related issues and Town information; performs other duties as required or assigned.

Infrastructure Management

Ensure the proper planning, development, and maintenance of Town infrastructure, including roadways, drainage systems and public facilities. Monitor and oversee Town infrastructure assets. Manage projects related to infrastructure improvements and repairs.

Budgeting and Finance

Oversee and monitor the Public Works Department's budget. Develop and manage budgets for various projects, including capital projects and programs. Prepares and presents information to the Town Secretary, Town Council or other internal/external groups.

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Vendor Management

Develop protocols with Town Administration, Engineering Firms and Finance for working with outside vendors and contractors. Negotiate contracts and oversee vendor performance. Monitors the work of engineering firms, contractors, specifications and vendors.

Public Representation

Represent the Public Works Department in meetings, events and educational activities. Communicate with the public and other stakeholders regarding Public Works activities.

Specific Areas of Responsibilities

- Water and wastewater infrastructure, operations and maintenance of sewer operations- production and distribution.
- Street and alley maintenance.
- Drainage
- Emergency response and disaster recovery.
- Water production and distribution.
- Wastewater treatment plant.
- Buildings and facility maintenance
- Monitors water utility records to ensure numbers are within permitted ranges.
- Ensure all monthly required samples are taken and reports are completed in a timely manner in accordance with monthly and annual compliance with TCEQ and EPA rules and regulations.
- Completes and maintains various reports and surveys, including Tier2, TCEQ, Texas Water Development Board Water Use Survey/Water loss, permit Renewal reports, etc.
- Assist with utility billing/meter reading/maintenance service orders.

Required Knowledge of:

- Principles of public administration, Town Policy, and administrative systems for public entities.
- Applicable laws, regulations, codes, principles, purposes, history, and recent developments in legislation.
- Effective methods of public engagement, outreach, and media relations.
- Capital project management techniques and practices.
- Principles of construction, permitting and approval processes, and environmental issues. Supervision and personnel management.
- Oral and written communication methods and principles.
- Safe work practices and procedures.

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- Principles of organization, administration, budget, supervision and personnel management

Required Skills:

- Strong leadership qualities
- Computer keyboarding, operation of a mouse and telephone handset
- Coordinating with emergency response personnel regarding service delivery
- Providing technical guidance and assistance to divisions
- Interpersonal communication and conflict resolution
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, emergency response personnel, vendors, contractors, and the general public.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field PLUS seven (7) years in Public Works and three (3) years of supervisory experience; OR an equivalent combination of education, training, and experience.

Required Licenses or Certifications:

A valid Class C Driver's License is required
TCEQ Wastewater Treatment Class II
TCEQ Class B Water Distribution
TCEQ CSI

PHYSICAL DEMANDS/WORK ENVIRONMENT:

In order to successfully achieve the goals of the Town of Ponder, the Director must meet the following physical and mental requirements with or without reasonable accommodation. Sit, stand, move around, bend, reach, stretch, push and pull and remain upright for extended periods of time in one room. Must be able to lift or move objects weighing as much as fifty (50) pounds.

Ability to work effectively under pressure/stress and deadlines.

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I have reviewed this job description and find it to be an accurate assessment of the position requirements.

Applicant Signature	Date
Employee Services Director Signature	Date
Town Administrator Signature	Date