



**DEPUTY DIRECTOR
OF PUBLIC WORKS**
Burleson, Texas

Recruitment Services Provided By



The Opportunity

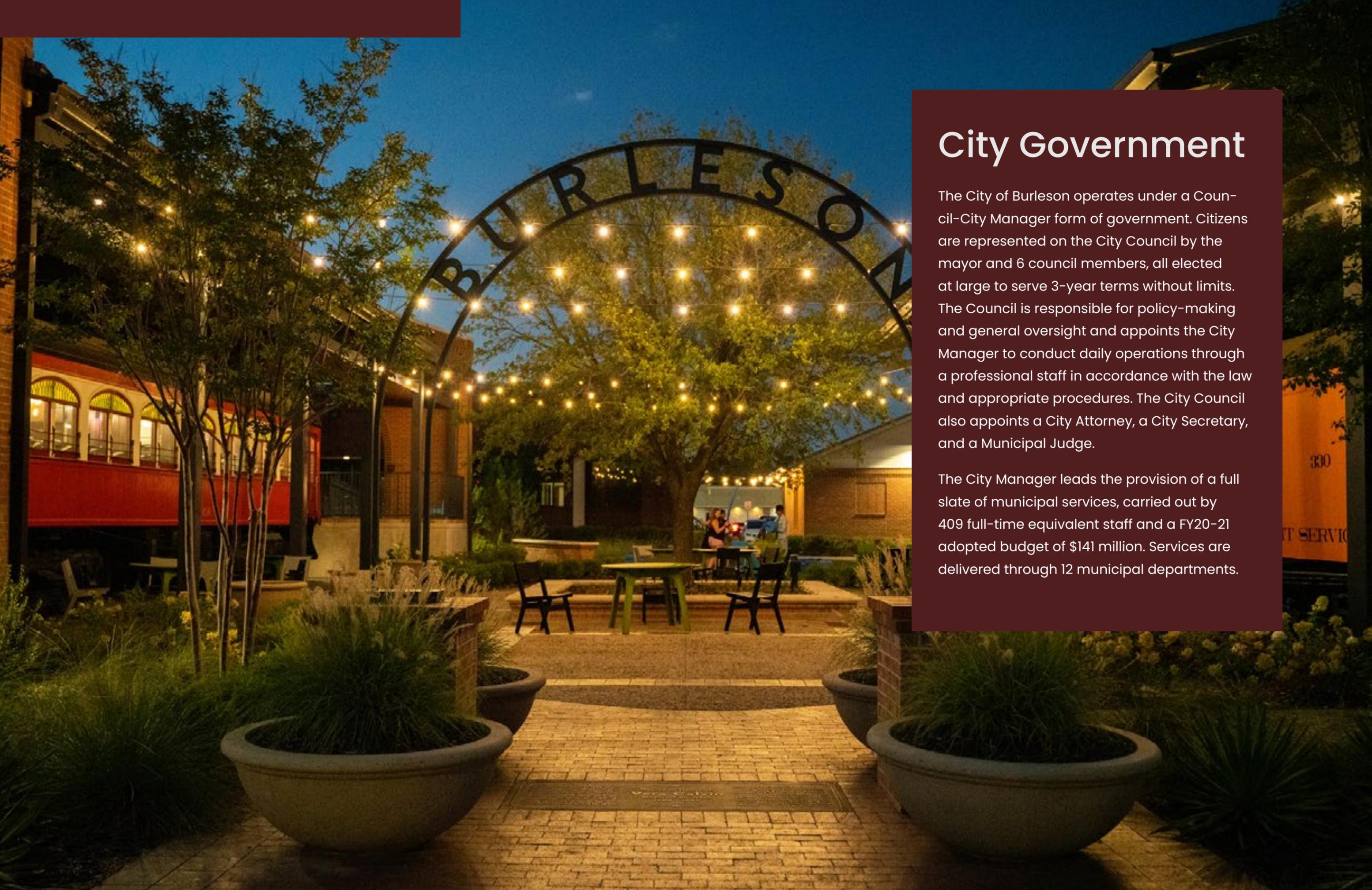
Burleson's fast growth and strong investments in its public infrastructure provide an ideal environment for a public works professional to help lead its Public Works Department. Located on the growth edge of the attractive Dallas-Fort Worth metroplex, Burleson offers an outstanding quality of life and abundant professional opportunities.



About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 48,950 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdiction to manage growth strategically outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.



City Government

The City of Burleson operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and 6 council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by 409 full-time equivalent staff and a FY20-21 adopted budget of \$141 million. Services are delivered through 12 municipal departments.

The Department

The Public Works Department provides its services through an FY 22 budget of \$27.5 million and 62 employees. Reporting to the Director is a Deputy Director and three Assistant Directors overseeing: Streets, Fleet Services and Facilities; Water Utilities; Development Engineering; and Capital Improvement Program Engineering. Based in part on the skills and experiences of the candidate selected for this position, the areas of responsibility for the Deputy and Assistant Directors may be reorganized. The Public Works Department is currently completing projects valued at \$45.1 million, spanning across the areas of streets, drainage, water, and wastewater.



The Position

Reporting to the Director of Public Works, the Deputy Director coordinates and administers the capital infrastructure program of the Public Works Department.

The Deputy Director assists the Director in formulating and implementing departmental policy and serves as the Public Works Director in the Director's absence. Key responsibilities for this position include:

- In cooperation with the Director, overseeing and coordinating the work program for Public Works Capital Improvement Projects.
- Overseeing and directing the operations and maintenance of the City's infrastructure.
- Providing oversight of public improvement and capital improvement projects.
- Overseeing the development of scopes of work for all phases of capital projects and negotiations with engineering consultants, developers, private landowners, and contractors for development of contractual obligations on behalf of the city.
- Preparing studies, plans, specifications and cost estimates for street, drainage, water, sewer, and traffic public improvement projects.
- Monitoring the work of engineering consultants hired by the City. Assisting with contract administration for professional engineering services.
- Assisting property owners, contractors, engineers, and citizens in interpreting and complying with relevant regulations.
- Preparing and presenting reports to City Council, City administration, and City boards and commissions.
- Representing the City in community, regional and professional organizations and meetings, providing input and presenting information to groups and agencies. Coordinating divisional activities with other departments and outside agencies.
- Managing and directing the Public Works Department in the absence of the Director of Public Works.
- Supervising assigned staff, conducting performance evaluations, addressing performance issues, making work assignments, reviewing time-off requests, and other related supervisory functions.

Challenges & Opportunities

The next Deputy Director of Public Works will be presented with a number of known challenges and opportunities in which to excel including:

- Citizens will vote on May 7 for a bond election in which one of the propositions will provide for \$33.6 million in public infrastructure projects. More information on the designated projects can be found at: mosaicpublic.link/uci
- In a city that is rapidly growing, the volume and pace of projects is significant. Proper maintenance of existing infrastructure is equally important as the construction of new infrastructure and Burlison is making significant investments in both areas.
- The volume of maintenance and new projects necessitates improved coordination between engineering and maintenance functions



Ideal Candidate

The ideal candidate for the position of Deputy Director of Public Works will possess certain traits and experiences that will lead to success:

- Effective skills in leading and managing staff across a variety of backgrounds and positions is the most sought trait. It is essential that the Deputy Director can foster a cohesive team environment.
- Either a strong engineering background or a strong utility/operations background could be successful in the role and the departmental reorganization will take that into account.
- Experience in development engineering would likewise be useful.
- Related, the next Deputy Director should be oriented to coach, mentor and develop the staff members to increase their effectiveness and prepare them for higher levels of responsibility.
- The ability to work in a fast-paced environment, with a focus on solving problems and completing projects, is needed in Burleson.

Qualifications

The following are required education and experience qualifications:

Education: A Bachelor's degree from an accredited university. An advanced degree is desired.

Experience: Five or more years of progressively responsible experience in public works engineering.

Registration as a licensed Professional Engineer in the State of Texas is desired.

Compensation & Benefits

The anticipated hiring point for the Deputy Director of Public Works is up to \$151,600, depending upon experience plus auto and cell phone allowances. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson.
- **Insurance:** The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are City provided. Employees have the option to purchase additional life insurance for themselves and their dependents.
- **Leave:** The selected candidate will receive vacation and sick leave, in addition to paid holidays, a personal day, and a wellness day, provided criteria are met.





The Recruitment Process

Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

Confidential inquiries are welcomed to Greg Nelson or Bryan Noble at (916) 550-4100.

Interested candidates may apply online at mosaicpublic.com/careers.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Burleson is an Equal Opportunity Employer