



**ASSISTANT PUBLIC WORKS  
DIRECTOR/CITY ENGINEER**  
City of **Tomball, Texas**

Recruitment Services Provided By





## The Opportunity

The City of Tomball offers a great opportunity for a talented City Engineer who seeks both compelling professional challenges and the opportunity to work near a major metropolitan area, but in a small town that is free of the congestion and problems found in large cities. Tomball's recent growth has led the City to create the new position of an Assistant Public Works Director/City Engineer, to support the Public Works Director and the growth of the city and its infrastructure.

# About Tomball

Tomball's unique blend of small-town charm and big city amenities create the ideal livable community. From restaurants and retail to education and recreation, Tomball has something for everybody.

Tomball is a culture-rich hub, with roots that go back to the early 19th century. Tomball's history is based around agriculture, the railroad, and an oil boom, like many southeast Texas communities. Originally named "Peck," Tomball was renamed in 1907 for U.S. Congressman Thomas Henry Ball, Father of the Port of Houston, who was instrumental in routing the railroad through the small town. In 1933, the Humble Oil Company, now known as Exxon Mobile, struck oil southwest of the town, creating an oil and economic boom that lasted for years.

With its convenient location along SH 249 and Grand Parkway, and just 28 miles north of downtown Houston, Tomball has grown into an economically diverse and prosperous community. With a population of just over 12,000 residents and daily visitor traffic of 30,000, Tomball serves as the retail and commercial hub for the rapidly growing northwest quadrant of Harris County. While Tomball is only 12 square miles, there is additional developable land in the extraterritorial jurisdiction. The availability of ample scenic land at attractive prices has been a strong factor in the growth of the city. Residents are attracted to Tomball's hometown feel while living in proximity to a major metropolitan area. This quality provides for ample family fun,

along with numerous recreational and sporting opportunities. Housing in Tomball ranges from starter homes to large acreage lots, with plenty of options in between.

Tomball hosts many festivals and parades, welcoming tens of thousands of visitors every year. Tomball is also a weekly destination for people interested in arts, food and beverage, live music, and much more. The Tomball Independent School District serves residents providing K-12 education, and many private and parochial schools offer educational alternatives. And, Lone Star College - Tomball provides residents with higher educational opportunities with its 9,000-student campus.

Additionally, the Tomball area is served by HCA Houston Healthcare - Tomball, located in the heart of the community. It has become Northwest Houston's fastest growing acute medical facility, with over 250 beds and a highly trained & experienced medical staff that represents 30 specialties & sub-specialties.



# City Government

The City of Tomball operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and 5 council members, all elected at large to serve 3-year terms. 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 and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by 202 full-time equivalent staff and a FY22-23 adopted budget of \$99.3 million. Services are delivered through 12 municipal departments. The City Manager appoints department directors with the approval of the City Council.



# The Division

The Assistant Public Works Director/City Engineer will manage the Engineering, Construction Management, and Project Management divisions. The Engineering Division plans, designs and constructs the City of Tomball's public infrastructure in a coordinated, efficient, and environmentally responsible manner-providing excellent customer service, superior drinking water, safe streets and mobility, and effective drainage, wastewater collection, and treatment, the Construction Management Division oversees the construction of public and private infrastructure and completes all public works inspections, and the Project Management Division handles all aspects of capital projects, including bidding, contracting, grants, project coordination, and public improvement districts.





## The Position

Reporting to the Director of Public Works, the Assistant Public Works Director/City Engineer serves as lead for city engineering activities, directs the Capital Improvement Program (CIP), and reviews private development and construction plans. The Assistant Public Works Director/City Engineer is responsible for the following:

- Manages the development and implementation of the City's Capital Improvement Program (CIP), including the complex interchange of funding sources and parts.
- Manages the engineering activities and services involved in researching, developing, designing, inspecting plan review, surveying, and records management.
- Directs, coordinates, and manages conceptual designs, technical reports, contracts, and documents for project feasibility, adherence to departmental requirements and standards, and compliance with Federal, state, and local regulations and mandates.
- Coordinates design and construction activities with staff, public groups, and Federal, state, and local agencies to ensure work progress is according to schedule, contract plans, and funding requirements.
- Assists in the development and implementation of departmental goals, objectives, policies, procedures, and priorities.
- Plans and reviews all public works engineering activities including phases of design and construction, surveying, and inspections.
- Supports the Public Works Director and department efforts related to the construction, operation and maintenance of City's domestic water transmission, sewage collection, treatment facilities, and natural gas distribution systems.
- Prepares engineering reports, budget estimates and proposed ordinances for final submittal to City Council.
- Reviews and signs improvement plans for public works projects.
- Represents the City at various functions before City Council and the public.
- Evaluates and recommends professional engineering and public works consultants and contracts.
- Answers inquiries and complaints from the public, elected officials, developers, consultants, and contractors regarding proposed and programmed projects.
- Attends various meetings and hearings, and makes presentations to City Council, neighborhood groups, etc. regarding programmed or proposed projects.
- Reviews and checks monthly estimates of work completed, assigns project costs to appropriate capital and/or operating budget accounts, and authorizes payment.
- Selects, supervises, trains, and evaluates professional, technical, and clerical support staff.

# Challenges & Opportunities

The Assistant Public Works Director/City Engineer will be presented with a number of known challenges and opportunities in which to excel including:

- As a smaller community, the Assistant Public Works Director/City Engineer in Tomball has the opportunity to be involved in virtually all aspects of public development and infrastructure.
- The broad oversight of this role allows an opportunity for high level coordination with engineering and public works activities and provides candidates with extensive public works career experience.
- Tomball is in the process of updating its master plans, which will drive the Capital Improvement Program resulting in many exciting projects. These, as well as current projects, are being supported by bond elections, the most recent of which was approved for \$20 million.





## Ideal Candidate

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

- The City of Tomball is open to both practicing engineers working for local government, as well as those working for private engineering firms supporting public projects.
- A flexible and adaptable approach and a commitment to teamwork will align with the variety of projects and priorities encountered in Tomball.
- An understanding of Capital Improvement Programs is important, as the Assistant Public Works Director/City Engineer will oversee the City's program including the capital budget. Prior experience overseeing a capital budget would be preferred.
- Strong communication skills, both written and verbal, are needed for the role.
- A Certified Floodplain Manager certificate is desirable, as is experience with drainage projects.



# Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

**Education:** A Bachelor's degree in civil engineering or a related field.

**Experience:** Five years of public works experience with three years of progressively more responsible civil engineering experience, including two years of project management.

**Certifications:** Registered in the State of Texas as a Professional Engineer. A Certified Floodplain Manager certification is desired.





## Compensation & Benefits

The annual salary for the Assistant Public Works Director/City Engineer is **up to \$153,038**. 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 Tomball.
- **Insurance:** The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage.
- **Leave:** The selected candidate will receive vacation and sick leave, in addition to paid holidays, and two personal days annually.
- **Relocation Assistance:** Up to \$5,000 is available in relocation assistance on a reimbursement basis for the selected candidate.

# 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 Noblett at (916) 550-4100.

Interested candidates may apply online at [mosaicpublic.com/careers](https://mosaicpublic.com/careers)

*The City of Tomball is an Equal Opportunity Employer.*



*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.*