



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

Recruitment Services Provided By





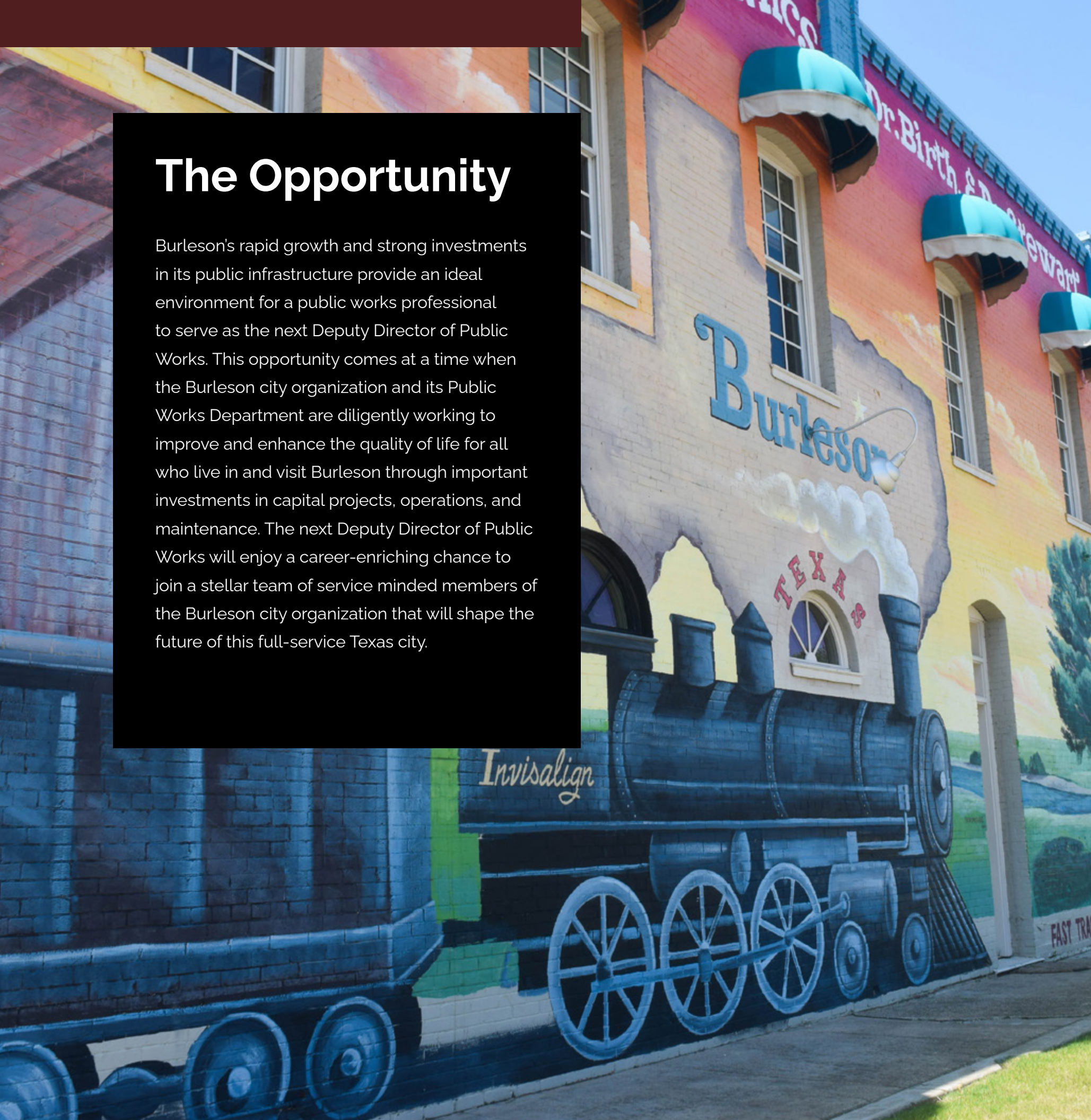
# The Opportunity

Burleson's rapid growth and strong investments in its public infrastructure provide an ideal environment for a public works professional to serve as the next Deputy Director of Public Works. This opportunity comes at a time when the Burleson city organization and its Public Works Department are diligently working to improve and enhance the quality of life for all who live in and visit Burleson through important investments in capital projects, operations, and maintenance. The next Deputy Director of Public Works will enjoy a career-enriching chance to join a stellar team of service minded members of the Burleson city organization that will shape the future of this full-service Texas city.

## About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 50,210 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 strategically manage growth 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 six 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 461 full-time equivalent staff and a FY 22/23 adopted budget of \$204.3 million. Services are delivered through 13 municipal departments.







## The Department

The Public Works Department provides its services through a FY 22/23 budget of \$29.5 million and 73 full-time equivalent employees. Reporting to the Director are two Deputy Directors, one overseeing Engineering and the other overseeing Operations. The Deputy Director – Operations is the position being sought in this recruitment. Based in part on the skills and experiences of the candidate selected for this position, the areas of responsibility for the Deputy Director and subordinate managers may be reorganized. The Public Works Department currently has a CIP of \$197.1 million over the next 5 years, spanning across the service areas of streets, drainage, water, and wastewater

**73 FT**  
EMPLOYEES

**\$29.5 M**  
BUDGET



# The Position

Reporting to the Director of Public Works, the Deputy Director - Operations coordinates and oversees the following divisions of the Public Works Department: Fleet Maintenance, Streets, Water Utilities, Facility Maintenance, Traffic Operations, and other areas as assigned. The Deputy Director will be responsible for approximately 54 staff members and will have up to five direct reports. 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:

- Overseeing and coordinating the work program for Public Works Operations in cooperation with the Director of Public Works.
- Directing and overseeing the operations and maintenance of the City's fleet vehicles and motorized assets.
- Providing oversight of public improvement and maintenance projects.
- Developing and managing special projects such as an alternative funding program and annual cost analysis inventory.
- Suggesting disposal/replacement planning decisions based on remaining useful life, repair costs, severity of condition, and total utilization of assets.
- Gathering data on city infrastructure using historical, current use, condition, replacement costs, maintenance costs, and other data consistent with asset management principles and best practices.
- Preparing studies, plans, specifications and cost estimates for street, drainage, water, sewer, and traffic improvement projects.
- 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 and 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. This position may supervise both senior level managers and field staff.







# Challenges & Opportunities

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

- The City is in the process of completing a street pavement assessment and will subsequently need the creation of a pavement management program. This will present an opportunity for the next Deputy Director to forecast and address future needs in this important area.
- The next Deputy Director will be challenged with implementing and overseeing the installation of an Intelligent Traffic System and a Traffic Management Center in Burleson to improve traffic safety.
- The successful candidate will also be tasked with conducting a city-wide facility assessment, along with a thorough assessment of the Equipment Replacement Fund.
- Another challenge/opportunity exists for the next Deputy Director of Public Works to conduct a feasibility assessment of whether Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) programs should be pursued or implemented by the City of Burleson.



# 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 and have an openness to talk through issues with others in the interest of seeking the best possible outcomes.
- A strong utility/operations background will likely lead to success in the role, although the Director is open to reallocating duties as necessary to accommodate a stellar candidate.
- The next Deputy Director should be oriented to coach, mentor and develop 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:** Ten years of progressively responsible experience in public works operations.

**Licensure:** Registration as a licensed Professional Engineer in the State of Texas is preferred, but not required.





# Compensation & Benefits

The salary range for the Deputy Director of Public Works is **\$131,000 to \$175,000**, with placement in the range dependent upon qualifications and experience. 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 also have the option to purchase additional life insurance for themselves and their dependents.
- **Leave:** The selected candidate will receive vacation and sick leave, paid holidays, a personal day, and a wellness day, provided criteria are met.
- **Special Stipends:** Auto allowance and cell phone allowance are provided by the City.







# 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 Bryan Noblett or Greg Nelson at (916) 550-4100.

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