



ASSISTANT PUBLIC WORKS DIRECTOR

City of Needville

The City of Needville is seeking an experienced and motivated professional to serve as Assistant Director of Public Works. Needville is experiencing rapid growth and is actively investing in infrastructure, master planning, and asset management to guide future development. The ideal candidate will have a strong background in municipal operations, including water and wastewater systems, streets, drainage, facilities, large-scale civil construction, and capital improvement projects.

Position Overview

The Assistant Director of Public Works provides leadership and oversight of multiple divisions within the Public Works Department, ensuring efficient daily operations and the delivery of high-quality services to the community.

Divisions include:

- Streets
- Ground Water Treatment
- Water Distribution
- Wastewater Treatment
- Wastewater Collections
- Stormwater Maintenance
- Facilities Maintenance
- Capital Improvement Projects

Knowledge, Skills, and Abilities

- Strong knowledge of daily operations within a municipal Public Works Department.
- Familiarity with state and federal regulations related to engineering and civil construction.
- Ability to apply innovative construction techniques to save time and reduce costs.
- Working knowledge of civil engineering principles and construction standards, with a willingness to learn.
- Understanding of local, state, and federal procurement guidelines for municipal operations.
- Familiarity with the Texas Manual of Uniform Traffic Control Devices (TMUTCD).
- Ability to develop and implement standard operating procedures to ensure compliance with regulations.
- Experience reviewing and recommending contract modifications, change orders, and purchasing strategies.
- Strong supervisory and leadership skills, including training, evaluating, and scheduling staff.
- Ability to guide policy development, master planning, and infrastructure design standards.



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Education, Experience, and Qualifications

1. Education/Experience:

- Bachelor's degree and 5+ years of experience in Public Works or related field, including supervisory experience.
- OR: 10+ years of progressive Public Works experience with supervisory responsibilities (degree may be substituted).
- Degree in engineering, engineering technologies, or a technical field is preferred but not required.

2. Licensing/Certifications:

- Texas Commission on Environmental Quality (TCEQ) "C" Water and Wastewater licenses required (or ability to obtain within 6 months of hire).
- Valid Class C Texas driver's license.
- Reliable transportation and liability insurance.

3. Other Requirements:

- Experience working in communities experiencing rapid growth.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Knowledge of municipal budgeting and asset tracking.
- Exceptional customer service and communication skills.
- Appointment will be conditional upon successful completion of the following pre-employment checks:
 - Criminal background check
 - Controlled substance screening

Work Conditions

- Work may involve both office and field environments, including exposure to weather conditions.
- Position requires availability for on-call duties as needed.
- This role is critical to emergency response operations, particularly during extreme weather events.

Please email your resume to City of Needville Human Resources Department:

cynthiasullivan@cityofneedville.com