Director of Public Works
The Community

Ideal situated in the Dallas-Fort Worth-Arlington (DFW) Metroplex, the City of Red Oak, Texas, is home to approximately 13,000 and covers 15.35 square miles. The City is located in north Ellis County, approximately 18 miles south of Dallas, and is strategically positioned along Interstate 35E (IH-35E), which offers four miles of frontage along the east and west sides of IH-35E and extends southward to Austin and San Antonio and northward to Oklahoma City and Kansas City. Residents enjoy excellent schools, safe neighborhoods, and a welcoming small-town atmosphere with easy access to all the attractions of a large metropolitan area.

Red Oak was founded in 1844, when Colonel James E. Patton and his family settled on Red Oak Creek. The City was named after this creek, as well as the plentiful supply of red oak trees along its banks. Three years later, Patton also founded the Shiloh congregation of the Cumberland Presbyterian Church, the first church in the area. Red Oak’s first store was constructed in 1852 and also served as the post office. The Missouri-Kansas-Texas Rail Road, located approximately one mile northwest of Red Oak, was completed in 1890. Red Oak was legally incorporated as a city in 1949 under the Texas Local Government Code.

Red Oak offers abundant recreation offerings and special events for year-round fun. Residents can enjoy basketball, outdoor grilling, walking trails, fishing, and other activities at the City’s parks and family friendly events such as Red Oak White and Blue, the Red Oak Parks and Recreation Commission’s Easter Egg Hunt, Founder’s Day, Taste of Red Oak, Christmas in Red Oak, and the Red Oak Fall Festival. Within a drive time of only a few minutes, Red Oak residents and visitors have immediate access to world-class arts and culture, entertainment, and sports within the DFW Metroplex.

The City is served by the Red Oak Independent School District, which consists of seven campuses: five elementary schools, one middle school, and one high school. The district was ranked among the top 10% of districts in the state by K-12 Niche and proudly serves approximately 5,800 students in grades Pre-Kindergarten to 12th grade. Red Oak High School (5A) is known for the diverse academic and extracurricular opportunities that are offered to students. In a recently released report by the Texas Education Agency (TEA), all Red Oak ISD schools received the Met Standard state rating, with the district receiving a total of nine distinctions. Additionally, Life School, a Charter School, consists of six campuses serving several thousand students in Red Oak.

For those seeking higher education, there are many colleges and universities less than 10 miles from Red Oak, including the University of North Texas at Dallas, TAMU Commerce - Navarro College Partnership, Dallas CCCD - Cedar Valley College, Navarro College - Waxahachie Campus, and Texas State Technical College - North Texas (located in Red Oak).

Red Oak has a median single-family home value of $196,800 and a median household income of $67,013.
Governance & Organization

Red Oak is a home rule city operating under a council-manager form of government. The City Council consists of six members, including the Mayor. The City Council is elected at-large and represents all residents within the City limits. The Council members, including the Mayor, serve staggered three-year terms. The Mayor Pro Tem is selected by the Council members each year, no later than the month of July.

A professional City Manager is hired by the Council to manage the day-to-day operations of the City. Todd Fuller has served as the City Manager of Red Oak since June of 2011. Prior to this, he served as Assistant City Manager, Economic Development Coordinator, Director of Economic Development, interim City Manager, Director of Planning, and acting Public Works Director.

The City of Red Oak Fiscal Year 2018 Annual Budget for all funds is $30,730,273. Of this amount, 38% is for General Operations, 28% is for Utility Operations, 11% is for Economic and Industrial Development, 8% is for Capital Projects, 3% is for Debt Service, and 1% for Tourism. The City has 101 employees and an ad valorem tax rate of $0.649 per $100 of valuation.

The Department

MISSION STATEMENT
To enhance Red Oak’s quality of life by working collaboratively with citizens, public and private entities and other city departments to provide public works services that maintain and improve infrastructure and physical environment, utilizing a highly skilled and motivated work force.

CORE VALUES
Accountability: As a municipal agency we have a responsibility to provide quality services to the citizens and businesses of Red Oak. Therefore, we must understand their needs and how they are impacted by our services.

Teamwork: Every individual makes important contributions and every job is important. Therefore, we provide the atmosphere that encourages educated and informed employees. We strive to create a collaborative work environment that promotes sharing, creativity, and the openness to new ideas.

Integrity and Honesty: We operate with integrity, holding ourselves to the highest standards of performance, accountability, and personal conduct.

Innovation: We continually seek and implement cutting edge procedures and technologies that improve our efficiency and productivity and ultimately make us a more fiscally sound department. Through proactive research and application, we will become a state leader and model for municipal public works agencies.

Quality: The delivery of quality public works services is critical to a sound infrastructure, the continued economic development of the City, and the quality of life for citizens. We value and reward performance excellence and superior leadership.
DIVISIONS AND RESPONSIBILITIES

Street Maintenance
To maintain the City’s investment in street infrastructure to provide a safe and serviceable roadway for commuters through best management practices.

Water/Wastewater Utility
The Utilities Division is responsible for the maintenance and operations of the water distribution and wastewater collection systems. These include ground and elevated storage facilities, water pumping and wastewater lift stations, wastewater collection mains, and water distribution mains within the City. This division is also responsible for fire hydrant repairs and performs water meter reading and meter maintenance on all customer water services throughout the City.

Storm Water Maintenance
The Storm Water Maintenance division maintains the City’s Municipal Separate Storm Sewer System or MS4. The MS4 is a system made up of roads, curbs, gutters, ditches, man-made channels, and/or storm drain inlets and pipes which is owned and operated by the City and designed for collecting and conveying storm water runoff throughout the City. For this drainage system to operate efficiently, concrete channels, storm drain pipes, and other infrastructure must be kept clear of tree limbs, leaves, grass clippings, tires, and other debris which obstructs the flow of water. The storm water maintenance helps reduce flooding and stream erosion, as well as improve water quality in our creeks, streams, and lakes.

The department has a budget of $4.112 million and 15 employees.

About the Position
This is a highly independent and responsible executive level position providing direction and leadership to the Public Works Department, under the general direction of the Assistant City Manager. Responsibilities include the professional management and oversight of public works programs including streets, stormwater, water distribution, wastewater collection, parks and recreation, and solid waste management.

Essential Duties
- Plans, organizes, supervises, and oversees the activities of all public works employees including selection, hiring, training, evaluation and discipline of personnel, according to City policies and procedures
- Oversees regulatory compliance of public works activities, including all required reporting
- Prepares and manages annual departmental budgets
- Supervises outside inspection staff engaged in street or utility construction
- Provides management oversight of all public works capital improvement projects, including plan reviews
- Reviews engineering construction plans
- Supervises the organization and documentation of data and information requests from the City Manager, Assistant City Manager, department heads, county agencies, state agencies, and federal agencies
- Attends City Council and other meetings as requested by the Assistant City Manager
- Serves as representative of the City of Red Oak at regional and state level meetings
- Provides contract management over the City’s Solid Waste Collection program
- Identifies, records, and reports problems that interfere with completion of job duties and initiates, recommends, or provides solutions as appropriate

The Public Works Director is responsible for the City’s parks, including facilities and special events. The new Director will serve as the administrative coordinator for six to seven events each year and must be able to collaborate with other City departments and community stakeholders in the execution of these events.
Ideal Candidate

The City of Red Oak seeks a personable and experienced Public Works Director. The ideal candidate will be a highly ethical professional with the analytical and strategic planning skills needed to make informed, evidence-based decisions, evaluate alternatives, and make logical recommendations that help meet the department’s goals and make the best use of City resources. The Director should have experience managing a vigorous public works program in a growing community and developing programs for new capital expenditures.

The next Public Works Director will be a dedicated public servant and an expert in the field, with strong technical skills in the area of public works processes and best practices. The Director should have in-depth knowledge of engineering standards and procedures, particularly in the areas of water and wastewater management, federal and state rules and regulations, and City policies and procedures. The chosen candidate will need to assess and prioritize multiple tasks, projects, and demands, requiring excellent project management skills. Experience reviewing and providing technical comments on construction plans and preparing and administering comprehensive public works budgets is essential.

The chosen candidate must be a politically neutral, hands-on leader who is adept at working with different interest groups to achieve the best outcomes for the community. The Director should approach issues in a holistic manner, considering the ways in which relationships may be affected throughout the organization and within the community, and should always address sensitive issues, complaints, or other issues in a timely manner, using the utmost tact and discretion. Because the Director will regularly interact with City Council, City staff, and the community, the selected candidate must be an excellent communicator, both verbally and in writing. The Director should also be comfortable giving formal and informal presentations to large and small groups.

The new Public Works Director must be capable of building and maintaining close and productive working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and federal agencies. A dedicated team builder with outstanding interpersonal skills, the Director will mentor, coach, and teach staff, guiding them in the accomplishment of the department’s goals and delegating tasks with clarity and authority. The successful candidate will be committed to fostering a high performance culture within the department and will support career development and employee engagement.
Education & Experience
The selected candidate must hold a bachelor’s degree in engineering, environmental science, biology, chemistry, construction technology, public administration, or a related field from an accredited college or university. A minimum of ten (10) years of experience in public works planning and operations or a related field, five (5) years of which includes supervisory responsibilities, is required. A combination of education, experience, and licensing that demonstrates the ability to perform the job functions may be considered. The selected candidate will have a valid Texas Class C driver’s license with a clear driving record, NIMS Training, TCEQ Class B Water Distribution, TCEQ Class B Groundwater Production, and TCEQ Wastewater Collections III licenses, or equivalent (or the ability to obtain licensing by an agreed upon future date).

Compensation
The City of Red Oak offers a competitive salary of $120,000 +/- DOQ. The City provides a generous benefits program including health, dental, life insurance, and paid vacation and sick leave. The City participates in the Texas Municipal Retirement System (TMRS) at a 6% percent employee deposit rate with a municipal matching ratio of 2:1.

Application Process
Please apply online at: http://bit.ly/SGRCurrentSearches

For more information on this position contact:

Lissa Barker, Senior Vice President
Strategic Government Resources
lissabarker@governmentresource.com
(817) 266-0647

This position is open until filled. To view the status of this position, please visit: http://bit.ly/SGRCurrentSearches

The City of Red Oak is committed to providing equal employment opportunities to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status, or any other protected status or classification under federal law.