DIRECTOR OF PUBLIC WORKS

City of Taylor, TX



The Community

Spanning approximately 19 square miles and boasting a population of 17,636, the City of Taylor is an innovative city in eastern Williamson County, Texas, one of the fastest growing areas in the nation. Being a short 30-minute drive to downtown Austin, Taylor is conveniently located to the capital city and all it has to offer, but the overall cost of living and home prices in Taylor are some of the lowest in the Greater Austin Area. In the coming years, Samsung will finish construction of a $25 Billion Chip Manufacturing Plant and the University of Texas will be building a technology campus in Taylor.

Taylor is a community well-known worldwide for our barbecue, historic downtown, rich culture, and visionary leadership. Taylor's historic downtown is the cultural hub of the city, with an eclectic mix of shops, restaurants, and service offerings in a walkable, old town atmosphere. Taylor is proud to boast its expansive park system, totaling 250 acres connected by 11 miles of trail, with amenities including swimming pools, walking trails, lakes, basketball courts, playgrounds, splash pads, skate park, disc golf course, and the Taylor Regional Park and Sports Complex, a state-of-the-art sports facility that hosts many national tournaments.







Government

The City of Taylor operates under a council-manager form of government with a five-member City Council consisting of four Council Members elected from single-member districts and a Mayor elected at-large. The City Council selects one of its members to serve as Mayor Pro Tem.

Taylor is a Home Rule city, which means that the council can enact legislation, adopt budgets, and determine policies, subject only to limitations imposed by the state constitution and the city charter. The city council is also guided by an ethics policy and a council relations policy to ensure an ongoing commitment to preserving the integrity of local government.

The Position

Reporting to the Assistant City Manager, the Director of Public Works provides leadership and operational oversight for the City of Taylor's engineering and inspections, streets and drainage, parks and grounds maintenance, cemetery operations, solid waste collection, utility construction, water distribution, and wastewater collection and treatment services. The Director oversees personnel, budgets, infrastructure maintenance and improvements, asset management, safety, regulatory compliance, and emergency response while ensuring efficient, responsive service delivery. This position manages assigned projects, contracts, consultants, and contractors; coordinates engineering services through appropriately licensed professionals; and works collaboratively with City departments and external stakeholders to address service needs and establish long-term infrastructure priorities. The Director also represents the department and provides recommendations and presentations to City management, boards, commissions, and the City Council.

Essential Functions and Responsibilities

- Plans, directs and coordinates the operations of Public Works Administration, Engineering and Inspection, Street/ Drainage Departments, Parks/Grounds Maintenance, Cemetery, Solid Waste Collection, Utility Construction, Water Distribution, Wastewater Treatment and Collection.
- Determines scope of engineering and other projects; prepares request for proposals, negotiates and administers contracts for consulting engineers, private contractors and other governmental entities.
- Effectively directs the work of a wide range of contracts and consultants involved in various activities so as to ensure that the city's objectives are achieved from an economic and scheduling perspective. Reviews and evaluates plans and specifications, reports and studies, and various drawings/diagrams for the purpose of checking for accuracy, to provide recommendations, and to provide approval.
- Attends various City administrative meetings, i.e. City Council meetings, and other meetings as needed.
- Responds to concerns and inquiries from both the public and private sector, communicating all aspects of public works as requested; Performs onsite field inspections when conflicts and/or disputes occur,
- Acts as official department representative and works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects; explains, justifies and defends department programs, procedures and activities, and negotiates and resolves issues from both internal and external sources. Prepares and performs verbal and written presentations to City Management, City Staff, Boards, Commissions and City Council as required.
- Researches subjects, compiles, analyzes and assimilates data and information into various special studies and reports to address issues and programs for the City; Prepare a variety of reports, correspondence and special studies.
- Interacts with various regulatory and governmental agencies, and consults various data sources concerning engineering standards, regulatory compliance and requirements for development activities.
- Maintains current knowledge of trends and developments in the field, and facilitates application of such to department policy and procedure as appropriate; Read recent developments, current literature and sources of information regarding public works

Knowledge and Abilities

- Knowledge of municipal Public Works administration; infrastructure operations and maintenance; asset management; operating and capital budgeting; procurement and contract administration; personnel supervision; workplace safety; emergency response; and regulatory requirements applicable to assigned services.
- Ability to lead multiple operational divisions; develop and implement policies and work plans; evaluate infrastructure and staffing needs; manage budgets and contracts; interpret technical reports and plans within the scope of the position; analyze performance information; and communicate clear recommendations.
- Ability to supervise and develop employees, exercise sound judgment, resolve conflicts, respond effectively to service concerns, and establish productive working relationships with City staff, elected officials, residents, contractors, and regulatory agencies.
- Ability to use relevant technology and operational information to improve maintenance planning, resource allocation, documentation, and service delivery.







Education and Experience

Qualified applicants will have a Bachelor's degree in public administration, business administration, engineering, construction management, or a closely related field, and at least five years of progressively responsible experience in Public Works, municipal infrastructure, utilities, or closely related operations, including supervisory and budget management responsibilities. Experience coordinating multiple operational functions, managing contracts, and working with municipal departments and regulatory agencies is preferred. An equivalent combination of education, training, and relevant experience may be considered. A current Texas Professional Engineer licensure and professional certifications relevant to assigned public works responsibilities are preferred. A valid Texas driver's license appropriate to assigned duties and compliance with City vehicle-operation requirements are required.

The Ideal Candidate

The ideal candidate will bring broad public works leadership experience, with particular strength in streets and drainage operations, roadway maintenance, and the delivery of large, complex capital improvement projects. The successful candidate will have demonstrated experience guiding infrastructure projects from planning and design through construction and completion, managing budgets and schedules, and holding consultants and contractors accountable for results. This individual will understand the coordination required across engineering and inspections, parks and grounds maintenance, cemetery operations, solid waste collection, utility construction, water distribution, and wastewater collection and treatment. Strong budgeting, asset management, and resource allocation skills will be essential to balancing daily service demands with long-term infrastructure priorities.

An approachable, collaborative leader, the ideal candidate will build on the strengths of existing staff, support supervisors, and establish clear expectations for safety, accountability, and service delivery. This individual will work effectively with the City's consulting engineers while providing informed oversight, independent judgment, and clear ownership of departmental recommendations. A confident, credible presenter, the successful candidate will explain complex infrastructure issues, project priorities, costs, and tradeoffs to City Council and the public in understandable terms. Strong preparation, technical understanding, and sound judgment will be essential to building trust in the department's recommendations and strengthening relationships with City leadership, elected officials, residents, developers, contractors, and regulatory agencies.

Salary

The City of Taylor is offering a competitive salary range between $175,000 - $190,000, commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How To Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: TAYLORDPW

Affion Public
PO Box 794
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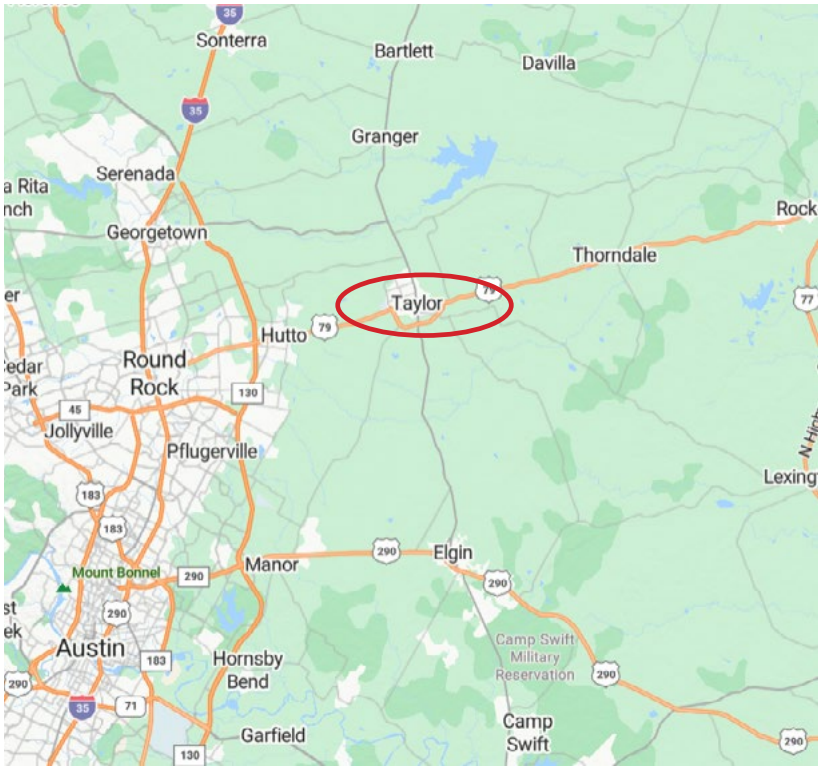
Taylor, Texas - Municipal Government

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