

CITY KERMIT  
JOB DESCRIPTION

**JOB TITLE: DIRECTOR OF PUBLIC WORKS**

**DEPARTMENT: PUBLIC WORKS**

**FULL TIME: X PART TIME**

.....  
**JOB SUMMARY:**

Under general administrative direction of the City Manager, administers the Public Works Department. The department consists of water, sewer, street, sanitation, parks, cemetery and building maintenance divisions. Does other related work as needed.

.....  
**ESSENTIAL JOB FUNCTIONS:**

Directs and evaluates the activities of the departmental supervisors, which includes planning, supervising and coordinating the design, construction and maintenance of water, sewer, street, sanitation, parks and cemetery, and building facilities; manages the scheduling of the most efficient use of manpower and equipment; reviews work in progress and upon completion at various work sites; advises subordinates on work methods, policies and materials; prepares estimates on construction jobs and related improvements; coordinates work of the departments; assists City Manager with annual budget; develops policies, procedures and long range plans for implementation within the public works departments as needed; directs selection, training and disciplining of personnel; prepares specifications and approves purchases of materials, supplies and equipment; confers with City Manager on ordinances, codes and policies; effectively and courteously communicates with public and other employees by telephone, in writing and in person; develops special reports and makes presentations both written, and/or orally, in private or public meetings; sits for extended periods of time writing and reviewing reports, correspondence and compiling statistical data as needed; handles customer complaints, suggestions and requests.

\*\*\*\*\*

**REQUIRED EDUCATION, CERTIFICATES, AND/OR LICENSES:**

High School Diploma or GED. Some college preferred.

Texas Drivers License, Class C

TCEQ Class C Water and Waste Water license or ability to obtain within 2 years.

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**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

5 years in a supervisory position for any public works division or department.

**For publication in the Winkler County News,  
5-3-18, 05-10-18 and 05-17-18:**

The Honorable Mayor and City Council of the City of Kermit, Tx. Will be accepting applications and resumes for the positions of City Manager and Public Works Director of the City of Kermit. Applications and Job Descriptions may be picked up at the City Manager's office during regular business hours. Applications and resumes will be accepted until 5:00 p.m. May 23, 2018 and must be returned to the City Manager's office addressed to The Honorable Mayor and City Council. Any questions can be directed to Diana Franco, City Secretary. To obtain an employment application, or for more information, contact Diana Franco, City Secretary at City Hall, 110 S. Tornillo St., Kermit, Tx., 79745. No phone calls please. The City of Kermit is an Equal Opportunity.

**EMPLOYMENT APPLICATION FOR THE CITY OF KERMIT**

Received: \_\_\_\_\_

**QUESTIONS WITH AN \* REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**

**JOB INFORMATION**

\* POSITION TITLE:

**PERSONAL INFORMATION**

\* FIRST NAME

MIDDLE INITIAL

\* LAST NAME

\* ADDRESS

\* CITY

\* STATE

\* ZIP

HOME PHONE

ALTERNATE PHONE

\* EMAIL ADDRESS

\* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS?  EMAIL  PAPER  PHONE

**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

Some High School  
High School

Some College  
Technical College

Associate's Degree  
Bachelor's Degree

Master's Degree  
Doctorate

**HIGH SCHOOL EDUCATION**

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES  NO   
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7  8  9  10  11  12

SCHOOL NAME

CITY

STATE

**COLLEGE/UNIVERSITY EDUCATION**

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO

SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO

SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO

SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

**DRIVER'S LICENSE INFORMATION**

\* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES  NO

STATE WHERE ISSUED

CLASS

**CERTIFICATES & LICENSES**

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

**WORK HISTORY**

|                                       |                |   |
|---------------------------------------|----------------|---|
| DATES<br>From                      To | EMPLOYER       | POSITION TITLE  |
| ADDRESS                               | CITY           | STATE   |
| COMPANY WEBSITE                       | PHONE NUMBER   | SUPERVISOR (NAME & TITLE)   |
| HOURS WORKED PER WEEK                 | MONTHLY SALARY | MAY WE CONTACT THIS EMPLOYER?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |

DUTIES

REASON FOR LEAVING

|                                       |                |   |
|---------------------------------------|----------------|---|
| DATES<br>From                      To | EMPLOYER       | POSITION TITLE  |
| ADDRESS                               | CITY           | STATE   |
| COMPANY WEBSITE                       | PHONE NUMBER   | SUPERVISOR (NAME & TITLE)   |
| HOURS WORKED PER WEEK                 | MONTHLY SALARY | MAY WE CONTACT THIS EMPLOYER?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |

DUTIES

REASON FOR LEAVING



**SKILLS**

**OFFICE SKILLS**

TYPING (NET WORDS PER MINUTE)

DATA ENTRY (NET WORDS PER MINUTE)

**OTHER SKILLS**

|       |   |                              |
|-------|---|------------------------------|
| SKILL | SKILL LEVEL<br><input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |
| SKILL | SKILL LEVEL<br><input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |
| SKILL | SKILL LEVEL<br><input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |

**LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN**

LANGUAGE

SPEAK    READ    WRITE

LANGUAGE

SPEAK    READ    WRITE

**ADDITIONAL INFORMATION**

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

**ATTACHMENTS**

Please list any attachments you are including with your application.

**Signature**

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with the City of Kermit. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with the City of Kermit.

I authorize representatives of the City of Kermit to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if hired, my employment relationship with the City of Kermit will be "at-will," meaning for no definite period and the relationship may be terminated at any time and without prior notice by either party. I understand that this completed application is the property of the City of Kermit and will not be returned. I understand that I must notify the Human Resources department of the City of Kermit of any changes in my name, address, or phone number.

I have read and understand the above information.

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN \* REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

\* MONTH/DAY OF BIRTH:

\*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."

ΔNA

\* 2. HAVE YOU EVER BEEN CONVICTED OF A CRIME? \*A "YES" ANSWER WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT. WE WILL CONSIDER THE NATURE AND DATE OF THE OFFENSE AND THE JOB FOR WHICH YOU ARE APPLYING FOR JOB-RELATED PURPOSES ONLY, AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW.

ΔYES

ΔNO

IF YOU ANSWERED, "YES," PLEASE EXPLAIN, INCLUDING DATE(S) OF YOUR CONVICTION(S).

\*3. DATE YOU ARE AVAILABLE TO START.

\*5. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME     PART TIME     TEMPORARY FULL TIME     TEMPORARY PART TIME     VOLUNTEER     INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

\* 6. HOW DID YOU LEARN ABOUT OUR JOB OPENING

\*7. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF KERMIT?

ΔYES

ΔNO

\*8. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

ΔYES

ΔNO

\* 9. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

ΔYES

ΔNO

\*10. ARE YOU WILLING TO RELOCATE?

ΔYES

ΔNO

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

Employed  Yes  No

Date of Employment \_\_\_\_\_

INTERVIEWER

DATE

Job Title \_\_\_\_\_

Hourly Rate/  
Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

## FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_