



JOB ANNOUNCEMENT

Public Works / Water Superintendent

CITY OF SHAVANO PARK, TEXAS



Public Works/Water Superintendent

Salary Range: \$46,730 – 67,759

CITY PROFILE

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

Shavano Park is a City of 3,800 located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks. Shavano Park is an affluent community in a prime location with convenient access to Wurzbach Parkway and Loop 1604 Highways. The City is primarily composed of diverse residential neighborhoods; ranging from modern gated communities to large rural-like tracts in "Old Shavano." There is limited commercial office and retail uses along the edges of the City, as well as three Assisted Living Facilities in the City.

JOB SUMMARY

Under general direction of the Director of Public Works, the Public Works / Water Superintendent manages and coordinates the Public Works / Water crews. Responsibilities include maintaining records of all maintenance activities within the Public Works / Water Departments. The Public Works / Water Superintendent will be responsible for coordinating, supervising, and assisting crews that are engaged in the departments' construction and maintenance projects, repair and installation of all equipment necessary to ensure efficient and effective operation. The Public Works / Water Superintendent evaluates and coordinates major maintenance projects with operational staff to insure only minimal disruption of normal operations, as well as assures the efficient functioning of City water systems and compliance with state and federal regulations. Duties are generally 50% Public Works and 50% Water Utilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Three to five years' of supervisory experience of construction of street repairs and/or water system operations
- Must have a valid Class "C" and/or valid "CDL" Texas Driver's license with an acceptable driving record.
- TCEQ Class "D" Ground Water Operator licenses required, or must be obtained.
- TCEQ Class "C" Ground Water operator license required, or if not, must be obtained within 2 years of obtaining "D" license.
- Experience with Microsoft Excel, Word, and Outlook programs essential.

PUBLIC WORKS DEPARTMENT PROFILE

The Public Works Department is responsible for the operation and maintenance of the City's facilities and infrastructure. The department maintains the City's water distribution system, streets, drainage, and building maintenance, as well as providing assistance with inspections, code enforcement, solid waste and animal control issues.

The City of Shavano Park's water distribution system serves a large portion of the City with 676 active accounts. The Department maintains infrastructure which includes a number of wells, pumps, as well as ground and elevated storage tanks.

Public Works employs a total staff of seven, and is dedicated to ensuring our City is well maintained for all of our current and potential residents and business owners.



THE ESSENTIAL FUNCTIONS OF THE PUBLIC WORKS/WATER SUPERINTENDENT:

- Develop and plan work schedules and assign duties to crews daily to meet current and future work progress, methods and quality
- Performs administrative duties in order to maintain necessary records for assignments, completeness of work, time sheets, leave, accident reports, and daily works orders, etc.
- Assists Public Works Director in maintaining and updating records/maps of work performed on street infrastructure, drainage, water infrastructure, and maintenance of equipment
- Prepare/coordinate training and safety meetings to ensure welfare of personnel and citizens when utilizing equipment and performing duties in work zones
- Operates light to heavy duty equipment; which may include backhoe, crack seal machine, wood chipper, skid steer, dump truck, vactron
- Supervises crews to ensure preventive maintenance is routinely performed and documented on vehicles/equipment



BENEFITS PACKAGE

The City of Shavano Park offers an attractive benefit package to all full time employees, see below:

Retirement – The City of Shavano Park participates in the Texas Municipal Retirement System. The City deducts 7% of an employee's gross compensation and matches at a 2 to 1 ratio. Participants are vested after 5 years of service and are eligible for retirement when vested and at age 60 or upon 20 years of service at any age.

Group Insurance – The City provides a monthly contribution, \$553 for FY2019, towards employee medical premium. This amount covers the employee-only premium for all the City's medical plan options. The difference is deposited into an HRA, an HSA or used towards dependent care coverage premiums. The City covers the cost of employee only dental and vision insurance. Also provided is basic group life insurance policy of \$25,000 for each employee.

Leave benefits – Annual leave is accrued each bi-weekly pay period based on years of service. Employees may carry over a maximum of 160 hours of annual leave. Employees accrue sick leave of 4 hours each bi-weekly pay period to a maximum of 720 hours. Sick leave does not vest. Additional benefits are available for purchase by employees

CLOSING

A City of Shavano Park Employment Application must be submitted to Zina Tedford, City Secretary. A resume and cover letter may be included, but not submitted in lieu of the application. Employment applications can be located at www.shavanopark.org or at City Hall located at 900 Saddletree Court, Shavano Park, Texas 78231.

For more information on any aspect of this job announcement contact the City Secretary at 210.581.1116 or ztedford@shavanopark.org.

