



Job Title: Public Works Director

Location: City of Cisco, Texas

Salary: \$70,000 - \$85,000 [Commensurate with experience]

Job Type: Full-Time, Exempt

Reports To: City Manager

Job Summary:

The City of Cisco, Texas is seeking a qualified and motivated individual to serve as its Public Works Director. This hands-on leadership position is responsible for planning, coordinating, and directing the operations of the Public Works Department, including water and wastewater systems, street maintenance, and other municipal infrastructure. The successful candidate will have a strong background in utility operations and street construction, with the required certifications to manage infrastructure systems.

Key Responsibilities:

- Oversee and manage daily operations of the Public Works Department including surface water plant, water distribution, wastewater treatment, and street construction/maintenance.
 - Supervise and work alongside a team of employees; provide training, scheduling, and performance evaluation.
 - Develop and manage budgets for public works operations; procure supplies, equipment, and services as needed.
 - Ensure compliance with all local, state, and federal regulations, especially those related to water and wastewater.
 - Perform hands-on work when necessary, including operating equipment and responding to utility emergencies.
 - Plan and oversee infrastructure maintenance schedules and capital improvement projects.
 - Work closely with the City Manager, engineers, and contractors.
 - Maintain accurate records and prepare reports related to department activities and compliance.
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Minimum Qualifications:

- TCEQ Class C Wastewater License.
- TCEQ Class C Water Distribution License or Class C Surface Water License.
- Proven experience in street construction and maintenance.
- Minimum of 5 years of experience in public works or utility operations, with at least 2 years in a supervisory or leadership role.

- Valid Texas Driver's License; CDL-A preferred or ability to obtain within 6 months.
- Strong communication, leadership, and organizational skills.
- Ability to work independently, make decisions, and respond to emergency situations during and after normal work hours.
- Bachelor's degree in a related field is a plus.

Work Environment:

- Small team environment; director expected to assist with field operations.
- Outdoor work in various weather conditions.
- On-call availability required for emergency situations.

Benefits:

- Health Insurance at no cost to the employee,
- Vision Insurance at no cost to the employee,
- Dental Insurance provided at no cost to the employee,
- Pension through Texas Municipal Retirement System (TMRS)
- \$15,000 Life insurance at no cost to the employee,
- 2 weeks paid vacation, and
- Paid Holidays.

To Apply:

Submit a resume, cover letter, and copies of relevant licenses to Sarah Adams, City Manager of Cisco, Texas via citymanager@ciscotexas.gov, mail to PO Box 110, Cisco, Texas 76437 or drop off at City Hall located at 500 Conrad Hilton, Cisco, Texas 76437. Position open until filled.