

JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE

Public Works Crew Chief

DESCRIPTION: Under general supervision, leads and works with crew or crews engaged in the maintenance and construction of the water distribution system, wastewater collection system, streets, alleys, drainage and parks. Performs other related work as required.

DUTIES:

- Provide leadership and direction to all department staff and maintain effective working relations with all departments and staff.
- Provide direction and supervision for the maintenance of the Cities public infrastructure including roads, bridges, signs, drainage, water distribution and wastewater collection systems.
- Operate, instruct and train staff in the safe operation and use of equipment and vehicles related to Public Works environment.
- Provide onsite direct supervision of staff.
- Assure that necessary materials, tools and equipment are taken to the work site in an efficient and orderly manner.
- Communicate courteously and effectively with other city employees, officials, and the public.
- Make sure that all Best Safety Practices are followed at all times.
- Ensure that all work is completed within guidelines of department policies, procedures and standards.
- Assist the Public Works Director with identifying and implementing best practices related to departmental activities with focus on continuous improvement, efficiencies and cost effectiveness.
- Perform other duties as assigned.
- Respond to after-hours emergency calls as required. Rotation on call is required.

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent.
- Minimum Texas Commercial Driver's License "Class B" required.
- Minimum of one (1) year experience is required in construction or maintenance of public water and wastewater systems, street, alley, and drainage systems.
- Experience required in supervision of work crews. Must be able to follow oral and written instructions.
- Knowledge and experience in operation of level instruments, setting and following grade stake.
- Knowledge required of materials and equipment used all areas of public works.
- Enforce all Safety policies and procedures.

SALARY: \$19.68 - \$22.06 per hour depending upon qualifications, along with all other City employee benefits.

APPLICATION DEADLINE: Open until filled. Blank applications are available online at <https://www.coeltx.net>. Completed application can be submitted in person, by mail or by e-mail.

CONTACT: Victor Shimek, Public Works Director, publicworks@coeltx.net.

Applications are available at City Hall
P.O. Box 38 (mailing) 100 East Main Street (physical)
Eagle Lake, Texas 77434
(979) 234-2640

The City of Eagle Lake is an equal opportunity employer
The City has a random drug test program for all employees

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