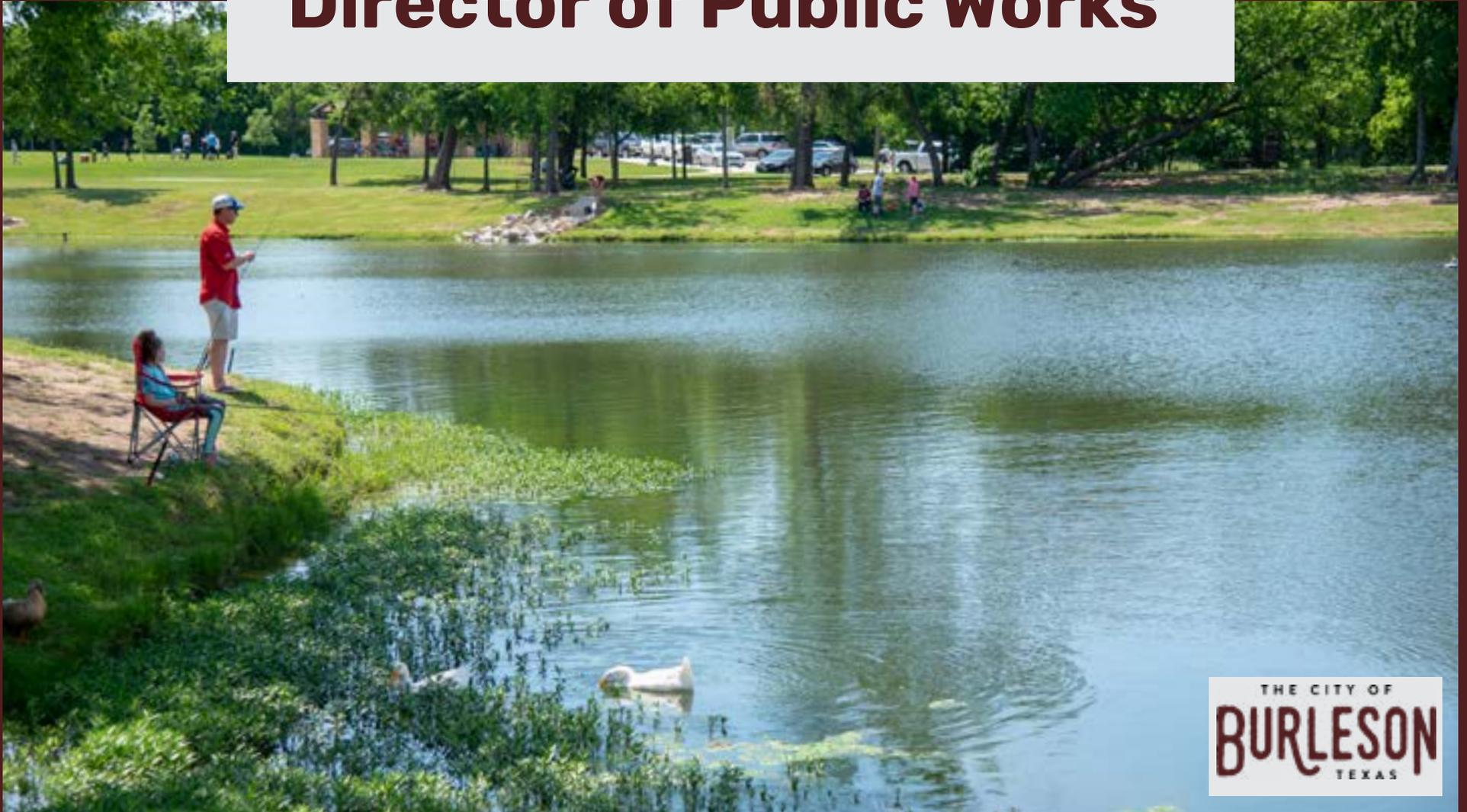


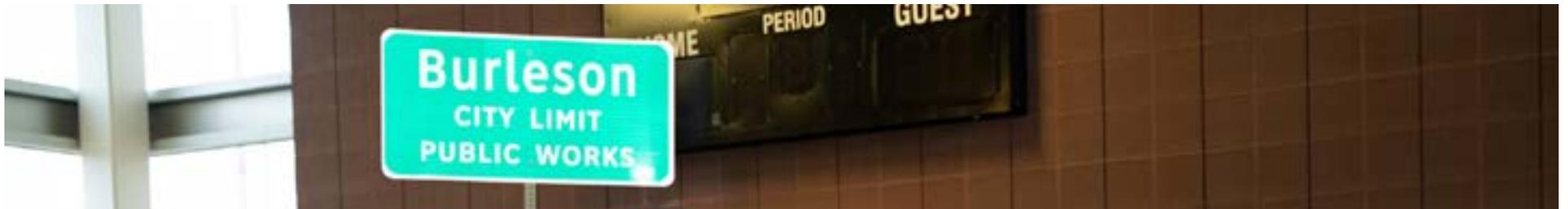
City of Burleson, Texas

Director of Public Works



The Opportunity

The City of Burleson is recruiting nationally for a talented and accomplished candidate with a highly successful track record of inclusive and transparent leadership to serve as Director of Public Works. The Director will be responsible for a varied portfolio of divisions within Public Works. These divisions include Engineering, Streets, Traffic and Transportation, Water/Wastewater Utilities, Facilities, Equipment Services, Solid Waste Services, Fleet Services and Public Works Administration. The position will report to the Deputy City Manager to develop and deliver key projects that are throughout the city.



The Community

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 48,950 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdiction to manage growth strategically outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.

The City Government

The City of Burleson operates under a council-city manager form of government. Citizens are represented on the City Council by the mayor and 6 council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge. The City Manager leads the provision of a full slate of municipal services delivered through 12 municipal departments.



The Public Works Department

The Public Works Department provides its services through 62 employees. Reporting to the Director are four Assistant Directors overseeing: Streets, Fleet Services and Facilities; Water Utilities; Development Engineering; and Capital Improvement Program Engineering. The FY 2021 Capital Improvement Program budget is \$32.3 million, spanning across various projects including streets, utilities, facilities, and parks.

The Position

The Director of Public Works reports to the Deputy City Manager and oversees a number of department divisions as directed by the Deputy City Manager with strategic initiatives and day to day operations. Primary responsibilities include:

- Effectively manage financial resources and completion of strategic projects across the City.
- Direct comprehensive programs through Assistant Directors over assigned divisions that support the efficient and effective delivery of services to the community.
- Drive and lead change management; create and encourage a culture of high performance, and continuous improvement that supports a highly productive, results oriented workforce.
- Directs review of plans for land development capital projects within the City to assure compliance with applicable City, State, and Federal codes.
- Effectively and successfully manage highly sensitive, complex, and potentially controversial projects with community wide significance.
- Prepares and manages the Department's Strategic Plan and the City's Capital Improvements Plan relative to paving, drainage, water, and sewer projects.

Challenges and Opportunities



The next Director of Public Works will be presented with a number of known challenges and opportunities in which to excel including:

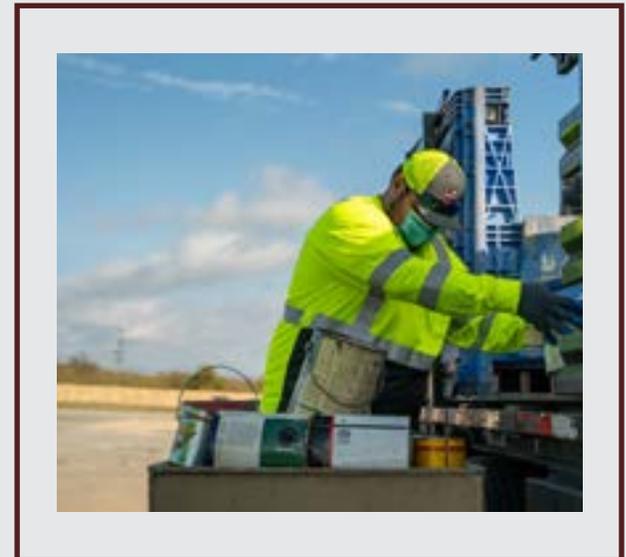
- **Chisholm Summit:** The City Council has recently approved a development agreement for a new residential mixed used project on the west side of the city. The development is approximately 1,000 acres and will add over 3,000 residential units, over 100 acres of parkland, and add a value of \$1.2 billion upon completion. The new Director of Public Works will need to ensure design standards are achieved and coordinate the completion of a variety of capital projects associated with the development.
- In addition to a new ERP system, the City is also making substantial investments in technology infrastructure including various software systems that significantly affect operations such as Cartegraph and E-Builder.
- Complete the Capital Improvement Program (CIP) that focuses on improvements to the water/wastewater utility system and other general government projects.
- Oversee the administration of various planning and engineering consultants hired by the City.



Ideal Candidate

In addition to being ethical, well-qualified, knowledgeable, and experienced, the next Director of Public Works must possess certain traits that will be essential for success:

- A collaborative approach to establish trust as a credible business partner at all levels of the organization and with an external focus on being a progressive problem solver while not sacrificing compliance.
- Ability to thrive in a dynamic environment with a focus on strategic planning, organizational skills, and project management with innovative solutions for resources to meet the City's overall strategic initiatives.
- The ideal candidate will be a skilled relationship builder and will understand that only through effective relationships can the needle be moved on the identified strategic indicators. Not only will the Director of Public Works need to work collaboratively across the City of Burleson, but they must be able to effectively leverage relationships with external stakeholders that will translate to authentic results.
- Have proven public speaking skills to address political and community concerns in a tactful and professional manner.



Qualifications

Any combination of education and experience that would provide the required knowledge, skills, and abilities is considered qualifying. The following is a typical way to qualify:

Education and Certifications: Bachelor of Science Degree in Civil Engineering or a related field, or a combination of education and experience that satisfies the necessary knowledge, skills, and abilities.

Licensure as Professional Engineer in the State of Texas in good standing.

Experience: Eight to ten years' experience in Public Works and Engineering with a minimum of five years progressively responsible management and supervisory experience.

Compensation & Benefits

The City of Burleson offers a highly attractive salary and benefits package for the position of Director of Public Works. The salary range for this position is **\$175,000 to \$190,000**, with a comprehensive benefits package including:

Retirement: Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson.

Insurance: The City provides excellent insurance benefits for employees starting the first day including two health plan options, dental coverage, and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are City provided. Employees have the option to purchase additional life insurance for themselves and their dependents.

Leave: The selected candidate will receive vacation and sick leave, in addition to paid holidays, a personal day, and an available wellness day, provided criteria are met.

How to Apply

This is a confidential process and will be handled accordingly throughout the various stages of the recruitment. Candidates should be aware that references will not be contacted until mutual interest has been established.

Interested candidates should apply by **November 1, 2021**, to Ralph Andersen & Associates by sending a compelling cover letter and a comprehensive resume to apply@ralphandersen.com. Preliminary video screening interviews will be followed by a comprehensive interview process. Additionally, a supplemental questionnaire may be required with responses to specific questions.

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcomed.



The City of Burleson is an equal opportunity employer.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

