



ASSISTANT  
DIRECTOR OF  
PUBLIC WORKS  

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CITY OF ENNIS, TEXAS



**ENNIS**  
TEXAS

*The bluebonnet spirit of Texas*

EXECUTIVE SEARCH PROVIDED BY





# THE COMMUNITY

**E**nnis, Texas is built on some of the best in Texas traditions...bluebonnets, railroads, and the legacy of the Old West. Located just 30 minutes south of Dallas and covering 32.75 square miles, it is a thriving business and family-friendly community of nearly 20,000 people.

Established In 1872, Ennis was founded on land purchased by the Houston and Texas Central Railroad (H&TC) for its northern terminus. Cornelius Ennis, the town's namesake, was an early H&TC official, who served as the mayor of Houston from 1856 to 1857. By 1930, Ennis was known as the place "Where Railroads and Cotton Fields Meet." For more than 135 years, Ennis has successfully adapted to a changing economy—from railroad to agriculture to modern industry to become one of the premier locations in the Dallas/Fort Worth area.

The median household income in Ennis is \$54,803, with a median home value of \$127,500. Major employers include the City of Ennis, Ennis Regional Medical Center, Sterilite, Wal-Mart, GAF, Leggett & Platt, and Polyco. Current commercial developments include Buc-ee's and Fresh Pet.

The city is home to the Ennis Regional Medical Center's new state-of-the-art facility, attracting physicians of every discipline, from general practitioners to specialists. It also boasts an award-winning public education system, with 10 campuses and a total enrollment of almost 6,000.

Quality of life is a key priority for Ennis' citizens. The community is an outstanding place to

grow families, with open spaces and a diverse population. Downtown Ennis, a National Register Historic District, is a vibrant area with numerous shops, boutiques, and eateries lining the historic red-brick streets. With more than 175 acres of city parks, three lakes, and 14 tennis courts, recreational opportunities abound. And nearby Lake Bardwell offers skiing, fishing, swimming, boating, and camping.

Ennis is part of the "Official Bluebonnet Trail of Texas," which boasts 40 miles of rural bluebonnet trails, attracting a multitude of visitors from Texas, as well as around the nation and even from abroad. Other events offered throughout the year include Blues on Main, Ennis Freedom Fest, Christmas Parade of Lights, Ennis Autumn Daze, and the National Polka Festival which was started more than half a century ago to honor the city's Czech heritage.

Ennis is also home to the Texas Motorplex, which draws more than 300,000 drag racing fans every year. Other attractions include the Ennis Railroad and Cultural Heritage Museum, and the Ennis Public Theatre and Theatre Rocks - two live theatres that offer plays and musicals throughout the year.

## CORE VALUES:

### HONESTY

All are treated fairly and equally.  
We don't show favoritism or give special favors.

### INTEGRITY

All are treated with dignity and respect.  
We don't take sides and remain neutral in political matters

### TRANSPARENCY

We conduct business above reproach with utmost respect for the public's right to know, why we do, what we do and how we do it.

## VISION, MISSION & PURPOSE:

### VISION

Each resident will have the opportunity to maximize his/her economic potential.

### MISSION

Facilitate the diversified economic growth of our community as the preferred industrial, commercial, retail and residential choice.

### PURPOSE

Enhance the quality of life within our community by promoting continuous economic development for the City.



## ORGANIZATION AND GOVERNANCE

The City of Ennis operates under a Commission-Manager form of government. Policy-making and legislative authority are vested in the City Commission, which consists of a Mayor and six City Commissioners, who are responsible for passing ordinances, adopting a budget, appointing committees, and hiring the City Manager, City Secretary, and the City Attorney. There are five single-member districts, with the Mayor and Mayor Pro-Tem elected on an at-large basis. Commission members are elected for three-year, staggered terms. There is a term limit of three consecutive three-year terms in any one position.

City Manager Marty Nelson is responsible for overseeing day-to-day operations for the city, which is comprised of 16 departments, including the City Manager, City Secretary, City Attorney, Police, Fire, Finance, Human Resources, Communications & Marketing, Downtown Development, Economic Development, Health, Library, Planning & Development, Parks & Recreation, Public Works (including Water, Wastewater, and Sanitation), and Tourism. The City employs more than 200 employees who provide municipal services supported by a total annual budget of almost \$80 million. In fiscal year 2020-21, the city's ad valorem tax rate is \$0.724473 per \$100 of valuation.

# ABOUT THE DEPARTMENT

The Public Works department's purpose is to provide the community with the highest quality water, sanitation, and street services possible. Its priorities are to maintain a cost-effective operation, while providing efficient service through the prudent allocation of resources, utilizing advanced technology, innovative teamwork, and timely coordination.



# ABOUT THE POSITION

Under the general direction of the Director of Public Works, the Assistant Director of Public Works is responsible for the development, operations, and maintenance of public works infrastructure, including potable water treatment and distribution, wastewater collection and treatment, street and drainage operations and maintenance, and solid waste collection.

The Assistant Director is involved in the selection of consultants and contractors, as well as monitoring contractor services and coordinating design and construction or rehabilitation of department projects with outside agencies and other city departments. He or she is responsible for developing and reviewing bid specifications and permits, including related bid advertisement coordination, holding pre-bid and pre-construction conferences, evaluating bids, and preparing associated agenda items for the award of contracts.

This position collaborates with public works managers and superintendents, other departmental city staff and management, as well as contractors, vendors, consultants, owners, developers, builders, and the general public. It requires extensive familiarity with construction management and statutes, infrastructure design and maintenance expertise, and requires exercising sound judgment on engineering and management issues. Interactions with all stakeholders should be conducted with a polite, courteous, and cooperative attitude.

The City has several high-profile capital improvement projects in water treatment, wastewater treatment, sanitation, and streets that are underway for the 2021 fiscal year.

# IDEAL CANDIDATE

The ideal candidate will possess the ability to plan, direct, and manage concurrent, comprehensive public works programs, projects, and activities. He or she should also be able to determine priorities and develop, implement, and monitor long-term activities to achieve the goals and objectives of the Public Works department.

Attributes of the ideal candidate include:

- Ability to analyze complex engineering and maintenance issues to evaluate solutions, provide sound conclusions and recommendations, and develop courses of action, as well as present proposals and recommendations in a clear, logical manner.
- Knowledge and experience to assess and analyze city standard specifications for street, drainage, and utility improvements to recommend updates and/or improvements; demonstrated expertise in reviewing plans and specifications to ensure compliance with city requirements.
- Ability to plan, organize, coordinate, direct, review, and evaluate the performance of consulting engineers, contractors, and others involved in public works construction and maintenance projects, including the analytical skills to evaluate bid documents for public works-related design, construction, and maintenance projects, and be able to recommend contract awards, and coordinate, review, and approve contractor performance.
- Knowledge of applicable federal, state, and local laws, codes, and regulations governing the administration of public works functions and activities and recommend approval of applicable technical testing related to water, wastewater, and street construction and maintenance to comply with federal, state, and city requirements.
- Ability to prepare clear, concise, and comprehensive technical reports, correspondence, and other written materials.
- Possess average to above-average computer skills with Microsoft Word and Excel, Google Suite, AutoCAD, and GIS.
- Exceptional interpersonal skills to establish and maintain effective working relationships with staff, developers, engineers, contractors, governmental and regulatory officials, and others encountered in the course of work.



## EDUCATION AND EXPERIENCE

The Assistant Director of Public Works position requires a minimum of five years of increasingly responsible experience in the public works/engineering field and administration. A bachelor's degree from an accredited college or university in civil engineering, construction management, or a closely related field is strongly preferred. A PE license is desirable, as are Class B or better TCEQ Water Treatment system and Wastewater Treatment system operator licenses. The ability to obtain the preferred licenses within five years of employment is required.

Preference will be given for experience in the design and managing of public works operations including utilities, engineering, and capital infrastructure projects. An equivalent combination of education and experience that provides the required knowledge and skills may be considered.

Residency in the city of Ennis within three months of employment is desirable.



## COMPENSATION AND BENEFITS

The salary range for this position is \$100,000-\$120,000 depending on qualifications and experience. A full range of insurance, leave, and other benefits are provided. The City of Ennis participates in the Texas Municipal Retirement System (TMRS) at a seven percent employee deposit rate with a 2:1 municipal matching ratio.

## APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

**Margie Rose, Senior Vice President**

SGR

[MargieRose@GovernmentResource.com](mailto:MargieRose@GovernmentResource.com)

361-813-8599



The City of Ennis is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. The selected candidate must be bondable, pass a pre-employment drug screening and/or a post-offer physical exam, and secure a valid Texas driver's license within a reasonable time following appointment.

## RESOURCES

**City of Ennis**

[ennistx.gov](http://ennistx.gov)

**Public Works Department**

[www.EnnisTX.gov/departments/  
PublicWorks](http://www.EnnisTX.gov/departments/PublicWorks)

**City of Ennis Master Plans**

[ennistx.com/master-plans](http://ennistx.com/master-plans)

**Visit Ennis**

[visitennis.org](http://visitennis.org)

**Ennis Chamber of Commerce**

[ennis-chamber.com](http://ennis-chamber.com)

**City of Ennis Brand**

**Video**

**City of Ennis Video**

**TourBook**

