

PUBLIC WORKS DIRECTOR

City of West University Place, Texas





THE COMMUNITY

The City of West University Place is an urban enclave community located in the heart of the Houston metropolitan area – just minutes from downtown Houston, Rice University, the Texas Medical Center, and the Galleria area. The city’s land size is 2 square miles, with property values in excess of \$8 billion.

The community is primarily residential, with a few commercial zones and adjacent retail centers. The City provides a full range of services including police, fire, water, wastewater, solid waste collection, and a parks and recreation system.

The City is governed by a Council-Manager form of government and municipal services are provided by 140 full-time employees and approximately 150 part-time employees.

West University Place recently celebrated its Centennial that honored its founding and evolution to becoming one of the premier communities in the Houston area. Residents of West University Place have pride in their community’s small town feel and responsive government.

THE DEPARTMENT

The West University Place Public Works Department proudly holds accreditation from the American Public Works Association. The department consists of eight divisions including Capital Projects, Water, Wastewater, Solid Waste and Recycling, Streets and Drainage, Community Development (permits, inspections, code enforcement), Facilities Maintenance, and General Services (fleet maintenance and traffic control).

The 2025 budget supports 41-full time positions. In addition to operations in the general fund, the department is also responsible for two enterprise funds - water and sewer, and solid waste.





CHALLENGES

Capital Projects: The next director will prioritize project planning, development, and implementation. Currently, the city is engaged in multiple projects that are either under construction or in the design phase. If all projects receive approval, the total cost is anticipated to exceed \$350 million over the next 10 years.

Department Operations: The Community Development division has experienced turnover in the last two years. The incoming director will prioritize stability within this division and work on streamlining the permit and inspection process to enhance responsiveness and consistency.

In addition, the new director will focus on the development of junior staff. While the department has a core group of experienced members who have dedicated many years of service to the organization, the city has experienced some turnover due to retirements and job advancements.

THE POSITION

The City of West University Place is looking for its next Public Works Director to provide leadership and management to all facets of departmental operations, including major capital projects, especially related to drainage, a new public works facility, staff development, and providing guidance for improvements to enhance service delivery to residents.

This position reports to the City Manager and oversees all aspects of the Public Works Department. The selected candidate will serve on the City's Executive Leadership Team with other department directors. The next Public Works Director must be a critical thinker and an innovative leader who can effectively guide a diverse team of employees. This individual should also be comfortable discussing and presenting information to other departments, City management, the City Council, and the public as needed.

IDEAL CANDIDATE

The ideal candidate should have over 10 years of combined experience in public works, community development, utilities and solid waste – and be a proven leader with a minimum of five years of department level supervisory experience. While a professional engineering license is not required, an understanding of engineering design and concepts will be beneficial to the successful candidate. The successful candidate should be able to lead a diverse team that covers an array of backgrounds and functional areas in the public works department.

COMPENSATION & BENEFITS:

The salary for the position will be dependent on qualifications. The City anticipates a hiring range between \$152K - \$165K annually. The City participates in the Texas Municipal Retirement System, with a 7% deposit, a 2:1 City match, and Social Security benefits. The City also offers three health and dental plans with various options based on employee choice. Additionally, the city provides a generous amount of leave through vacation, personal days, holidays, and sick days.

APPLICATION PROCESS:

Applications must be submitted online.

For more information about this position contact:

James Urban, Human Resources Director

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713-662-5820

The City of West University Place is an Equal Opportunity Employer.

RESOURCES:

City of West University Place

www.westutx.gov

West University Place Public Works Department

www.westutx.gov/publicworks

