



# PUBLIC WORKS DIRECTOR

## CEDAR HILL, TX



*Stewarding excellent, safe and efficient infrastructure*





# ABOUT THE COMMUNITY

*Where Opportunities Grow Naturally*

Nestled 20 minutes southwest of downtown Dallas, the City of Cedar Hill borders the eastern shore of Joe Pool Lake and Cedar Hill State Park. This thriving suburb's lush, tree-lined rolling hills and wide-open green space allow for hikes, bike rides and other outdoor recreational opportunities, and from specialty boutiques in historic downtown to enjoying a day on Joe Pool Lake, the community has found a perfect balance of big-city amenities and small-town charm.

With convenient access to I-20 and I-35 from U.S. Hwy. 67, Cedar Hill is home to many residents who commute to and from employment in the Dallas-Fort Worth metroplex. The City was incorporated in 1938 under the general laws of the State of Texas and is the oldest organized community in Dallas County. Cedar Hill became a home-rule city in 1975.

The community sits at the northern edge of the Balcones Escarpment, a line of low hills that separates the rich soils of blackland prairie to the east from the scenic limestone formations to the west. This convergence of the ecosystems of east, west, and central Texas marks the start of the Texas Hill Country and makes the corridor home to a unique combination of plants and animals unlike any other in the state. Preserving the open spaces and critical ecosystems in this area is made possible through partnerships between the City of Cedar Hill, Texas Parks & Wildlife, Dogwood Canyon Audubon Center, and Dallas County, among many other organizations, and it's truly a paradise for nature lovers.

Cedar Hill boasts an incredible 3,000 acres of protected nature reserves and preserves, over 30 parks, and 45 miles of multi-purpose, integrated trails and bikeways. Residents and visitors alike enjoy the Dogwood Canyon Audubon Center, the Cedar Mountain and Cedar Ridge nature preserves, Cedar Hill State Park, and the Tangle Ridge Golf Club's 18-hole championship course.



**POPULATION**  
49,426



**MEDIAN AGE**  
34



**MEDIAN INCOME**  
\$75,285



**AVERAGE HOME VALUE**  
\$350,000

# ABOUT THE COMMUNITY, CONTINUED

Joe Pool Lake provides opportunities for hiking, kayaking, fishing, boating, swimming, camping at hundreds of wooded sites, and even a 25-acre agricultural history center. The Penn Farm Agricultural History Center is open seven days a week, paying tribute to the disappearing Texas family farm and affording a glimpse into agrarian history. History buffs can also explore a 2.2-mile self-guided walking tour featuring over 30 historic sites around the City's original Old Town Square, visit the Cedar Hill Museum of History, browse the community's two historic cemeteries, or take a short drive up Hwy. 67 to the International Museum of Cultures.

After a day spent out in nature or blasting to the past, residents can enjoy shopping 'til they drop at Cedar Hill's hundreds of retail and specialty shops or tuck into a local restaurant, winery, or brewery in historic downtown. The community also loves coming together throughout the year for popular events like Country Day on the Hill, Old Settler's Reunion, or the Cedar Hill Triathlon.

Cedar Hill families attend Cedar Hill ISD, a district of approximately 7,625 students learning on 11 campuses spread across about 36 square miles. The district is well known for its athletic success — especially in football and basketball — as well as its lauded marching band and choir program. Students excel in the classroom as well, and the district provides the popular Collegiate Pathway, which culminates with scholars earning an associate degree as seniors. Beyond the City's limits, Cedar Hill citizens have easy access to more than 30 colleges and universities throughout the metroplex — in addition, of course, to the many museums, amusement parks, performing arts centers, and sports venues available to North Texas residents.

Cedar Hill's median household income is just over \$75,250, and median homes are priced at around \$350,000.

## PURSuing PREMIER

### MISSION

The Mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.

### VISION

We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.





# GOVERNANCE & ORGANIZATION

Cedar Hill is a home-rule community governed by a council-manager form of government with a mayor and six council members serving as its legislative body. Council members are elected at large for two-year terms, without term limits. Together, they focus on community goals, major projects, and strategic planning.

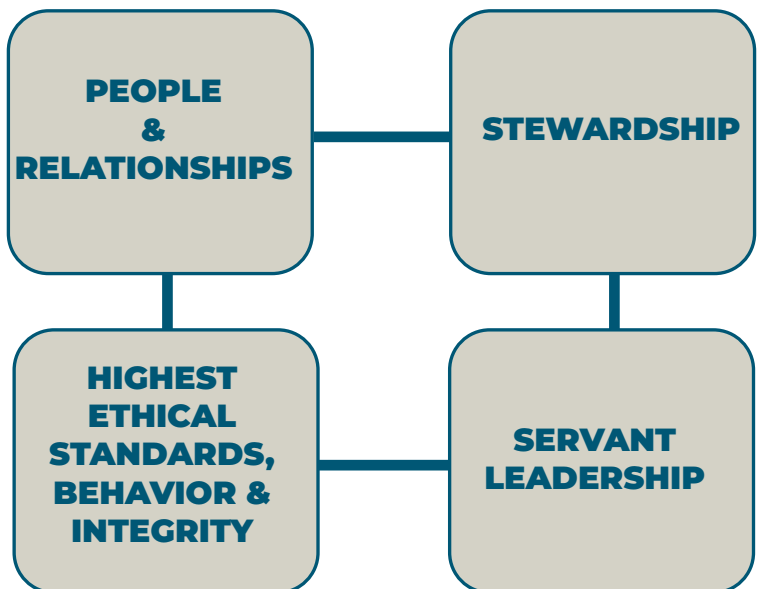
The City Manager provides day-to-day executive leadership and administration to the municipal organization. Greg Porter was appointed City Manager in January 2015 and has served in various capacities within the City for over 36 years.

The City of Cedar Hill provides a full complement of traditional municipal services, including a police department, fire protection, engineering and public works, street maintenance, building inspection and code enforcement services, planning and zoning, parks and recreation services, a public library, municipal court, and human resources. Significant projects on the horizon include a new library and signature park and pool set to open in 2023 and 2024, respectively.

In the current fiscal year, the General Fund Budget is approximately \$50 million, providing a workforce of 358 full-time employees and 52 regular part-time employees.



## OUR CITY VALUES



## THE POSITION

The purpose of this position is to direct the activities and operations of the Public Works Department by coordinating the activities of various divisions. This is accomplished by establishing the activities of the Fleet Maintenance, Street Maintenance, Water and Sewer, Engineering, Transportation and CIP Divisions with each other and outside agencies. Other duties may include recommending and administering policies and procedures, directing and coordinating department work plans, supervising department personnel, overseeing and participating in the development and administration of budgets, representing the Department to other City Departments, and interfacing with other City employees and citizens.

To be successful, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within City operations.





# PUBLIC WORKS OVERVIEW

The mission of the Public Works Department is to provide the highest quality water, sewer, traffic and drainage infrastructure systems in a manner that is consistent with Professional Engineering Principles.

## PUBLIC WORKS DIVISIONS

**Engineering** - The Engineering Division is primarily responsible for design, inspection and contract administration relating to water systems, sewer systems, streets, traffic control, and drainage facilities.

**Environmental** - Committed to preserving our community's environment as well as the health and well-being of our citizens. Through certain programs the City of Cedar Hill manages and monitors backflow prevention devices, mosquito control, grease abatement, and stormwater.

**Fleet Maintenance** - Fleet Maintenance provides preventive maintenance and repair for vehicles such as police cars, fire trucks, ambulances, automobiles and trucks, as well as City-owned heavy machinery, trailers, mowers, etc.

**GIS** - or Geographic Information System, is a set of computer hardware and software that uses geographic data taken from maps, GPS units, satellites, and aerial imagery and connects those features with a database in order to manage, maintain, analyze, and display multiple types of information. Public Works, City Planners, Police and Fire, Neighborhoods and the Public utilize this information for their work.

**Signs and Signals** - The Signs and Signals Division works to ensure safe and direct passage for vehicles and pedestrians on all streets and sidewalks within the City limits.

**Streets / Drainage** - The Street Division works to ensure safe and direct passage for vehicles and pedestrians on all streets and sidewalks within the City limits.







## INITIAL FOCUS

Initial priorities for the new Director of Public Works, as seen by the City Manager and the City management team include:

- Become familiar with major capital improvement projects that are funded and scheduled; oversee their successful completion, on time and within the budget.
- Become familiar with reviewing and updating master plans in a number of areas, including the Downtown Area Plan, water and sewer systems, light rail system and others; take the lead in projects as appropriate.
- Become familiar with regional transportation plans and advise the City Council and city management regarding these issues.
- Pursue the APWA Self-Assessment process and provide recommendations for improvement to the City Administration.
- Begin the process of establishing a planned program of infrastructure maintenance and replacement to prepare the City for the aging of its infrastructure.
- Build and sustain partnerships and relationships with other government agencies including, but not limited to, Dallas County Public Works, Texas Department of Transportation, and neighboring cities.

## ACCOMPLISHMENTS

**Recently Completed Major Projects Include:**

- Texas St & Hardy St. Drainage Improvements (2017 Bond Program)
- Joe Wilson Road Widening north of US67 (Fuel City Development)
- Hillwood Development (Infrastructure Improvements in the Industrial Park)
- Downtown Complete Streets, Phase 1
- Cedar Hill Road Water Main Replacement & Street Reconstruction, Ph. 1
- Loop 9 Final Alignment
- Implementing Lake Ridge Parkway & US67 Interchange Project (w/ TXDOT)
- Signalization of two major intersections
- Green Ribbon Landscape Project on US67 (w/TXDOT)
- Safe Routes to School Sidewalk Project (w TXDOT)

## OPPORTUNITIES

**Opportunities awaiting the new Director include:**

- Downtown Complete Streets, Phase 2
- Duncanville Road Widening (Wintergreen Rd to Pleasant Run Rd)
- Tidwell Bridge over US67 Signalization
- Tidwell Bridge over US67 Reconstruction (Future)
- US67 Elevated Water Storage Tank Repair & Paint
- Sanitary Sewer Lift Station Repair Program
- Infrastructure to support 400 acre Master Planned Development west of US67



## IDEAL CANDIDATE

The City of Cedar Hill is seeking an innovative, community-oriented servant leader ready to join its municipal family as the next Public Works Director! To succeed in this role, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within the City.

City leaders are looking for someone with a strong track record of successfully managing all aspects of public works. Candidates should be experienced in developing and implementing strategic plans and goals; establishing appropriate staffing levels; allocating resources; monitoring the efficacy of service policy methods; monitoring workloads, administrative and support systems and internal and external relationships; identifying opportunities for improvement and directing change efforts.

The new Director will join a team of committed professionals who work well together. The right fit will have outstanding communication, personnel management, and leadership skills, including the ability to relate to a broad range of people both inside the organization and the community. They will be a team builder and team player with skills in selecting, organizing, and motivating top-notch staff, and they will enjoy mentoring others and supporting them in their personal and professional development.

The ideal candidate is a visionary leader with a track record of innovation, resourcefulness, and influential leadership within their past organizations and the communities they served. They will work effectively with other departments and the community to promote the excellent, safe and efficient infrastructure within Cedar Hill and have an exceptional aptitude to anticipate problems, identify alternative courses of action, prepare proactive recommendations, and present, defend, and support those recommendations before the City Manager, City Council, advisory groups and citizens.

## EDUCATION & EXPERIENCE

This position requires a bachelor's degree in Civil Engineering, or closely related field, Master's degree preferred. Candidates must also have at least seven (7) years of related experience, which may include a combination of Senior Engineer, City Engineer & Public Works Director experience with at least three years of supervisory experience. A valid Texas driver license (or ability to obtain) is required.

Preference may be given to candidates that possess a Professional Engineer (PE) License.



# COMPENSATION & BENEFITS

The salary range for this position is dependent on the experience and qualifications of the successful candidate.

- **Current salary maximum:** \$175,000/year, DOQ (total compensation likely to exceed \$200,000 value)
- **Benefits:** up to 85% City paid (two medical plans), Dental, Vision, and Life Insurance; Vacation and Sick Leave; 12 paid holidays
- **Allowances:** Car \$442 / month; Phone and Laptop; Flex Schedule
- **Retirement:** TMRS (7% employee contribution with 2:1 City match); + MisisonSquare and Nationwide Voluntary Deferred Comp options
- **Other:** Education Reimbursement, Longevity Pay, and Recreation Center access; other supplemental and reimbursement accounts

## EXPRESS INTEREST TODAY

Submit resume and letter of interest via email to:  
[pwdir-cedarhilltx@municipalsolutions.org](mailto:pwdir-cedarhilltx@municipalsolutions.org)

For more information on this position, contact:

David Evertsen, CEO & Principal  
Municipal Solutions  
Mobile: 928.220.2611  
[devertsen@municipalsolutions.org](mailto:devertsen@municipalsolutions.org)



Scan to Express Interest!

The City of Cedar Hill is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of genetic information in compliance with the Genetic Information Nondiscrimination Act (GINA), race, sex, color, religion, national origin, veteran status, age, or disability in hiring, conditions, or termination of employment. Final applicants for employment with the City of Cedar Hill are subject to drug testing and background screening.

## RESOURCES

City of Cedar Hill  
[cedarhilltx.com](http://cedarhilltx.com)

Public Works Department  
[cedarhilltx.com/97/Public-Works](http://cedarhilltx.com/97/Public-Works)

Annual Budget  
[cedarhilltx.com/1135/Budget](http://cedarhilltx.com/1135/Budget)

Annual Comprehensive Financial Report  
[cedarhilltx.com/108/Annual-Comprehensive-Financial-Report](http://cedarhilltx.com/108/Annual-Comprehensive-Financial-Report)

Annual Report  
[cedarhilltx.com/annualreport](http://cedarhilltx.com/annualreport)

Comprehensive Plan  
[cedarhilltx.com/2005/Comprehensive-Plan](http://cedarhilltx.com/2005/Comprehensive-Plan)

Economic Development Corporation  
[cedarhilledc.com](http://cedarhilledc.com)

City Culture  
[cedarhilltx.com/3101/Cedar-Hill-Culture](http://cedarhilltx.com/3101/Cedar-Hill-Culture)

Cedar Hill CVB  
[visitcedarhilltx.com](http://visitcedarhilltx.com)

Cedar Hill ISD  
[chisd.net](http://chisd.net)

Hillside Village  
[shophillsidevillage.com](http://shophillsidevillage.com)

Cedar Hill Chamber of Commerce  
[cedarhillchamber.org](http://cedarhillchamber.org)

