



City of Bastrop
Post Office Box 431
Bastrop, Louisiana 71221-0431
318-283-0250

Title: Public Works Director
Department: Public Works
Report to: Mayor
Salary Range: \$25.00 per hour
Effective date: Open

Position Summary:

The Commissioner of Public Works is a senior executive-level official responsible for overseeing and coordinating all operations of the city's public works and utilities departments. This includes functions such as street and building maintenance, sanitation, water and power supply, and infrastructure improvements. The Commissioner ensures efficient use of resources, compliance with city goals and policies, and delivery of high-quality public services.

Essential Duties and Responsibilities:

- Directs and manages the daily activities of departments responsible for public works and utilities.
- Coordinates infrastructure services such as street repair, facility maintenance, water and power supply, and sanitation.
- Works collaboratively with department heads and supervisory staff to optimize personnel deployment and equipment use.
- Consolidates procurement and purchasing requests across departments to ensure cost-efficiency.
- Reviews and prepares departmental budgets; recommends modifications to align with service demands and fiscal limits.
- Presents operational and financial reports to the City Council and provides strategic input on future projects.
- Engages with vendors, contractors, and suppliers to secure materials, equipment, and services at the best value.
- Maintains regulatory compliance and enforces safety, environmental, and public health standards.
- Develops and implements policies, procedures, and strategic plans for infrastructure development and maintenance.
- Responds to public inquiries and complaints regarding public works and utility services.

Qualifications:

- Education & Experience:
 - Bachelor's degree in a related field.
 - Minimum of 5–7 years of progressive leadership experience in public works, municipal infrastructure, or utilities management.
 - Experience working with municipal budgeting and procurement preferred.
 - In lieu of a degree, an equivalent combination of at least 10 years of directly related work experience in public works or a similar field, including a minimum of 5 years in a supervisory or management capacity, may be considered.
- Knowledge, Skills & Abilities:
 - Strong leadership, communication, and organizational skills.
 - Deep knowledge of infrastructure systems and municipal service delivery.
 - Ability to analyze complex budgets, operations, and logistics.
 - Skilled in negotiation, procurement, and contract management.
 - Competency in regulatory compliance and safety standards.

Working Conditions:

- Office and field environment; subject to emergency response outside of normal work hours.
- Attendance at evening meetings (e.g., City Council) may be required.

Thanks,

City of Bastrop