



THE CITY OF BAYTOWN, TX
INVITES YOUR INTEREST IN THE POSITION OF
PUBLIC WORKS AND
ENGINEERING DIRECTOR

THE COMMUNITY

The City of Baytown, Texas, is a dynamic Gulf Coast community that blends tradition and progress. With over 86,000 residents, the city is growing rapidly while maintaining a strong sense of civic pride.

Nestled at the mouth of the San Jacinto River on Galveston Bay, Baytown is a welcoming coastal community just east of Houston where residents take pride in their rich cultural and environmental heritage. With scenic waterways, miles of trails, and the 450-acre Baytown Nature Center, outdoor adventure is part of everyday life. The city's vibrant arts scene shines through its Downtown Arts District, Baytown Little Theater, and Lee College Performing Arts Center, while family-friendly festivals and events bring neighbors together in Town Square throughout the year. Baytown's strong economy, anchored by major employers like ExxonMobil and Goose Creek CISD, supports a growing, close-knit community. Guided by its Core Values of Caring, Innovation, Collaboration, Leadership, and Stewardship, Baytown continues to invest in its people, places, and future—making it a truly special place to live and serve.

THE DEPARTMENT

The City of Baytown Public Works and Engineering (PWE) department designs, constructs, operates, and maintains public infrastructure and assets in order to achieve compliance with applicable laws and regulations related to infrastructure. The department ensures the services provided to residents, businesses, visitors to the area, and other stakeholders are delivered via infrastructure that is safe, reliable, efficient, and effective.

The Department has a General Fund budget of approximately \$16 million. In addition, approximately \$77 million of other non-General Fund operations are provided through various other funds. PWE also manages a significant Capital Improvements Plan (CIP) that includes approximately 100 projects with budgets totaling \$360 million for the current fiscal year.

PWE is comprised of several divisions and has nearly 300 team members who work diligently on a daily basis to deliver essential services to the community.



Divisions within the Public Works and Engineering Department include:

Capital Projects: Right-of-Way/Property Management; CIP Planning, Program Development, and Project Management.

Business Services and Asset Management: Asset Management; GIS Data Management and Mapping; and Contract Development and Business Management.

Utilities: Water, Wastewater, Pollution Control, and Baytown Area Water Authority (BAWA).

General Services: Streets and Traffic; Drainage; Solid Waste (Contract Residential); Fleet; and Facilities.

Engineering and Development: Planning and Development (Infrastructure); Impact Fees; Development and Plan Reviews; Stormwater Management; and Floodplain Management.

THE POSITION

The Public Works and Engineering Director reports to an Assistant City Manager and provides leadership and strategic direction for the operations and maintenance of the City's streets, drainage, traffic, sanitation, municipal garage, engineering, water production and distribution, along with wastewater collection and treatment. It will be imperative for the next Director to lead the PWE team to address the infrastructure needs for anticipated growth, as well as the maintenance and replacement needs of existing, aging infrastructure.

Responsibilities of the Public Works and Engineering Director include:

- Lead and manage all Public Works and Engineering operations — set department goals, long-range plans, policies, and operating procedures for water, wastewater, streets, traffic, drainage, and solid waste services. Provide overall direction to ensure services are delivered effectively and align with City priorities.
- Oversee infrastructure planning, design, construction, and maintenance — direct capital improvement program studies and manage engineering contracts from RFQ/RFP through design, inspection,

construction, and testing. Review and approve project scopes, plans, specifications, and cost estimates.

- Manage budgets and resource allocation — develop and administer the department's budget, including forecasting needs for staffing, equipment, materials, and supplies. Monitor expenditures and make budgetary adjustments to use limited resources cost-effectively.
- Direct staffing, performance, and department work plans — select, train, motivate, and evaluate staff, ensuring professional development, retention, and succession planning. Assign projects, review work methods, and implement changes to improve efficiency and service levels.
- Lead and manage all Public Works & Engineering operations — set department goals, long-range plans, policies, and operating procedures for water, wastewater, streets, traffic, drainage, and solid waste services. Provide overall direction to ensure services are delivered effectively and align with City priorities.
- Serve as the primary liaison and representative for Public Works and Engineering — coordinate with other City departments, boards, commissions, and outside agencies, and prepare and present reports to City leadership. Represent the department on sensitive and controversial issues, respond to citizen inquiries and complaints, and ensure compliance with applicable laws, codes, and regulations.

IDEAL CANDIDATE

The ideal candidate will be a visionary leader who positively engages and motivates all employees within the department. It will be important for the new Director to promote teamwork and innovation to ensure that the Public Works and Engineering Department provides exceptional service delivery. The chosen candidate will embody excellence within the organization and set standards and expectations for delivering high-quality customer service.

The successful candidate will be a skilled and effective communicator with an understanding and willingness to foster team decision-making. Baytown's next Public Works and Engineering Director should be collaborative, approachable, and capable of forging strong community relationships. The successful candidate will be a well-rounded manager who can proactively deliver a variety of services that meet the needs of the community.

The next Baytown Public Works and Engineering Director will have experience and expertise in all areas of responsibility associated with the department's operations.



In addition, the individual must be proficient in managing a department of similar size and complexity. Necessary competencies will include (but are not limited to) budget administration, personnel management, training, and capital improvement planning. A proven track record of innovation is desired. The ability to accurately forecast future growth and its demand on the current infrastructure and utility systems is vital.

The new Director will also be expected to set an example for employees by being active and visible in the organization community. A sincere appreciation for the cultural and ethnic diversity within the community is essential.

REQUIREMENTS

Requirements include a Bachelor's degree in Public or Business Administration, Environmental Sciences, Engineering, or a related field of study, and ten (10) years of experience at a professional level in Public Works and Engineering, with five (5) of those years having progressive management and supervisory responsibilities.

Must have a valid driver's license with an acceptable driving record (must obtain a Texas driver's license within 90 days).

A Master's degree in Public or Business Administration, Environmental Sciences, Civil Engineering, or a related field of study, or possession of a Certificate of Registration as a professional civil engineer in the State of Texas, is preferred. All employees may be required to report to work during a declared disaster.

COMPENSATION

The starting salary range is \$175,000-\$195,000 and is accompanied by a comprehensive benefits package, including a generous paid sick, vacation, and holiday leave; 2:1 retirement matching through the Texas Municipal Retirement System; and a respectful, service-driven workplace culture. Texas does not have a state income tax.



- Starting at 10 days of vacation per year, up to 25 days per year.
- Sick and Vacation hours roll over annually up to the maximum limit.
- 15 days Paid Parental Leave.

TO APPLY

Visit www.srnsearch.com to apply online for this outstanding opportunity. The first review of resumes will take place on January 12, 2026; the position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following the candidate's consent. Final interviews will be held with the City of Baytown. Candidates will be advised of the recruitment status following the selection of the Public Works and Engineering Director.

Questions should be directed to:

S. Renée Narloch, President or
Elliott Pervinich, Vice President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The City of Baytown is an Equal Opportunity Employer. In accordance with Texas Open Records laws, applications and resumes are subject to public disclosure.

For more information, visit baytownlife.com.

BENEFITS

Holistic Health and Wellness:

- Employee Wellness Center offering FREE primary care for employees and dependents on the Medical plan.
- FREE access to gyms, Shipt, and Walmart+ through our employee medical insurance.
- Gym partnership with Lee College Wellness Center and swimming pool for \$58/year.
- Employee Assistance Program providing employees and their household family members up to 8 FREE counseling sessions per issue per year, legal and financial assistance, will generator tools, and more!
- Sick Leave Pool provides participants with additional paid sick time if accruals are exhausted.
- SmartDollar: free online program providing tips and tools from Dave Ramsey for getting out of debt and building good saving practices.

Disability Insurance - Equitable: Pays 60% of weekly earnings up to \$1,000 per week for up to the first 11 weeks of a disability.

Retirement - Texas Municipal Retirement System:

- 7% contribution with a 14% employer match.
- 5-year vesting.
- Retirement Eligibility: 20 years of service/any age or 5 years of service/at least age 60.
- FREE Life Insurance coverage up to 1X your base annual salary.

MissionSquare and Roth IRA plans (additional voluntary employee participation).

Paid Sick, Vacation, and Holiday Leave:

- 10 holidays per year and one personal employee day per year.
- 15 days of sick leave per year.



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