

PUBLIC WORKS DIRECTOR

SUMMARY: The City is gradually transitioning the Public Works Director's position from a field focus with some administrative duties to an administrative focus with some field duties. The position will be responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The Public Works Director supervises three full time field positions and manages the sewer plant operation contract and parks maintenance contract. The position needs management and supervisory experience and is FLSA exempt (Ref. Section 4.2).

Primary Duties and Tasks:

- Develop and implement long term planning for the City's public works facilities including execution of both short and long range construction programs.
- Serves as a key member of the City's management team
- Supervises the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments. Serves as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities. Performs cost control activities and monitors the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attends all City Council meetings and represents the City on other committees as assigned.
- Directs the research and compilation of all required reports relative to the operation of the public works programs. Ensures that the City's water and sewer utilities meet all regulatory requirements.
- Supervises public works construction projects.
- Prepares written reviews of all subdivision and short plat applications for the planning advisor.
- Reviews and approves building permit application for public works compliance.
- Serves with the Planner and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serves as the enforcement officer for the protection of public facilities; assists with the control of public nuisances.
- Responds to public inquires related to public works issues.
- Assists with grant writing.
- Performs field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service)

Qualifications:

- Prefer a BA from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience. H.S. graduate a must.
- 3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.
- Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.
- Computer literate with general knowledge of public works software applications.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Ability to read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Ability to establish and maintain effective working relationships with subordinates, contractors, engineers, property owners and the general public; and the ability to secure compliance with construction specifications in an effective manner.
- Supervisory skills, including evaluation, discipline and discharge.
- Good oral and written communication skills.
- Must be able to work independently
- Must have a valid a Washington Driver's License, prefer CDL or ability to acquire.

Although work will be performed in an office setting, due to the small size of the City, "on-site" supervisory and inspection duties will need to be performed and considerable time spent out-of-doors. And during the occasional emergency the director may be exposed to extreme weather and work conditions.