



POSITION DESCRIPTION

JOB TITLE: Public Works Director
DEPARTMENT: Public Works Department
CLASSIFICATION: Full-time, Exempt

GENERAL RESPONSIBILITIES

This position performs a variety of routine and complex supervisory and project management activities on behalf of the City. The Director will manage the daily activities of the Public Works Department staff, will assist and coordinate elements within the Right of Way and building permit process, will coordinate all Public Works-related consultants (including engineers), will be responsible for the successful administration of Public Works-related projects, and will support the implementation and management of a new stormwater utility.

SUPERVISION RECEIVED

This position serves under the direction of the City Administrator and Mayor.

ESSENTIAL FUNCTIONS OF THE POSITION

- Manages the City's Public Works Department and supervises the three-member crew to accomplish all required tasks, seasonal or special projects, and manages responses to weather events and natural disasters.
- Coordinates with the Crew Lead in the management, scheduling, and supervision of daily activities of the crew.
- Manages and updates all aspects of the City's Transportation Improvement Program, Capital Improvements Programs, and other plans involving the municipal infrastructure.
- Develops the Public Works Department annual budget and Capital Improvements Program.
- Coordinates or develops engineering plans and specifications.
- Manages public construction bids from advertisement to reviews and makes necessary recommendations based on lowest and best bids, competency of vendors, and consultants and the selection criteria.
- Provides project management and oversight for the construction of Public Works projects.
- Develops, coordinates, reviews, and updates the storm drainage and street system maps, database, and comprehensive plans.
- Maintains records relevant to City infrastructure, including organization of historical data
- Responds to the public or other inquiries relative to engineering, Public Works- related matters, or other issues regarding specific projects.
- Assists the Building Official with plan reviews for compliance with drainage, zoning requirements, codes and regulations.
- Performs original grade determinations and helps coordinate engineering consultant's review of any related permitting assistance with the Building Official.
- Reviews or manages the review of applications, issues, and inspects residential and commercial drainage permits, street opening permits, utility permits, and public place use permits for

compliance with codes, regulations, standards, adequacy of applications for permits, and compliance with approved plans.

- Maintains and updates City engineering and Public Works standards.
- Assures as-built of projects are compiled for operation/maintenance purposes.
- Provides intersection signal maintenance.
- Develops and maintains a pavement management system.
- Coordinates sidewalk inspection, maintenance, and enforcement programs.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding City-related activities and services.
- Monitors inter-governmental actions impacting Public Works.
- Provides assistance to Mayor and City Administrator on various projects.
- Applies for and manages Public-Works related grants.
- Prepares professional reports, presentations and other documents, and communicates effectively with City Council, Planning Commission, committees, and similar bodies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Employee may also perform work in other functional areas to cover absences or meet current workload needs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a four-year college or university with a degree in a related field; and
- Three to five years of Public Works-related management;
- Or any equivalent combination of education and experience which would provide the applicant with the desired skills, knowledge and ability to perform the duties as described.
- Possess a valid Washington State driver's license.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern principles and practices of management, supervision, organization, and coordination
- Ability to plan, direct, and coordinate the work of subordinates
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules, grant requirements, legal requirements, and progress reviews
- Ability to recognize problems and develop and implement corrective action to resolve problems
- Thorough knowledge of effective principles/practices of project management
- Knowledge of civil engineering principles, practices, standards, and techniques
- Knowledge of engineering design principles required to plan and implement construction projects
- Ability to prepare or coordinate the preparation of accurate plan specifications, cost estimates, and engineering reports
- Ability to direct and inspect the work of consultants and contractors to obtain adherence to plans and specifications
- Ability to make accurate computations and drawings

- Ability to apply for grants, track grant spending and submit required documents to granting agencies
- Knowledge of maps, deeds, plats, and plans
- Knowledge/ability to interpret construction and zoning standards and regulations
- Knowledge of suitable computer applications relating to engineering projects
- Ability to communicate effectively, both orally and in writing, and to prepare reports of a complex technical nature
- Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations
- Ability to establish and maintain effective working relationships with other employees, City Council, committees, consultants, contractors, and the general public
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

WORK ENVIRONMENT

The work environment characteristics listed are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is quiet to moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. The ability to work in an office environment at a desk, seeing and reading for long periods, and the ability to work with interruptions, noise and other distractions, the ability to work outdoors in all weather conditions, and to walk on uneven terrain are all aspects of performing the duties of this job. Some outdoor work is required in the inspection of various land use developments, construction sites, or Public Works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES

Rating of education and experience; job-related testing; oral interview, and reference checks may be required. Must be able to pass a criminal background test and a pre-employment drug test.

SALARY & BENEFITS

Monthly salary range: \$11,157 to \$14,876 (DOE)

City Paid Benefits Include:

- Employee & Dependent Health Insurance (90%, excludes spouse)
- Employee & Dependent Dental Insurance (100%, excludes spouse)
- Employee & Dependent Vision Insurance (100%, excludes spouse)
- Washington State Public Employees' Retirement System (PERS)
- Long-term Employee Disability Insurance
- Unemployment and Workers Compensation Insurance
- Life Insurance
- Employee Assistance Program (EAP)
- Twelve paid (12) sick leave days per year
- Ten (10) paid vacation days per year (increases with longevity)
- Eleven (11) paid holidays plus one (1) floating holiday per year
- Five (5) paid personal days per year

An additional \$974.62 per month (\$11,695.44/year for 2024) is provided to all full-time employees for use in the City's Flexible Benefits Plan (Cafeteria Plan). These funds may be used to cover the employee portion of medical premiums, spousal medical coverage and/or dental premiums, as additional retirement savings, for use in an FSA or DCSA account, or taken as cash for use at the employees' discretion as allowed by IRS Section 125.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.