



9605 NE 24th Street • Clyde Hill, Washington 98004
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CITY OF CLYDE HILL

PUBLIC WORKS DIRECTOR VACANCY

The City of Clyde Hill is seeking a dynamic individual to fill its open position of Public Works Director. If you know of anyone interested, please share this info with them.

JOB DESCRIPTION

Perform routine/complex supervisory/project management activities, manage Public Works staff (3), assist/coordinate building permit process, coordinate all Public Works consultants/engineers, and administer Public Works projects.

DESIRED MINIMUM QUALIFICATIONS.

Education and Experience:

- Graduation from a four-year college or university with a degree in a related field;
- 3-5 years of related Public Works management or equivalent;
- Professional Engineer (P.E.);
- Valid WA license by hire and driving record free of serious/frequent violations; and
- Skill in operating computer, vehicle, and phone.

Necessary Knowledge, Skills and Abilities (partial):

- Knowledge of modern principles/practices of management and supervision
- Knowledge of civil engineering principles, practices, standards, and techniques
- Knowledge of maps, deeds, plats and plans
- Knowledge/ability to interpret construction and zoning standards and regulations
- Ability to prepare/coordinate accurate plans, cost estimates, and engineering reports
- Ability to direct and inspect the work of consultants and contractors
- Ability to plan, direct, and coordinate the work of subordinates
- Ability to apply for grants and plan, organize, and oversee assigned programs, including monitoring work schedules, grant requirements, legal requirements and progress reviews
- Ability to recognize problems as well as develop and implement corrective action
- Ability to communicate effectively (verbal/written)
- Ability to establish and maintain effective working relationships with other employees, consultants and contractors, and the general public

Salary Range: \$8,500 - \$10,800 / month (add'l cafeteria plan \$842 / month)

For Application Packet or More Information:

www.clydehill.org or contact Lisa King at lisa@clydehill.org

Open Until Filled, FIRST REVIEW: Friday, September 3rd at 5:00 PM