



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

## CITY OF CLYDE HILL POSITION DESCRIPTION

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

**POSTED:** 08/19/21      **CLOSES:** Open until filled, first review 09/03/21

### **APPLICATION & SUBMITTAL:**

First review will take place on Friday, September 3rd. Applications must be received by 5:00 p.m. on 09/03/21, at the Clyde Hill City Hall or electronically:

Lisa King, Finance Manager  
9605 NE 24<sup>th</sup> Street  
Clyde Hill, WA 98004  
(425) 453-7800  
[lisa@clydehill.org](mailto:lisa@clydehill.org)

### **DUTIES & RESPONSIBILITIES:**

The City of Clyde Hill is seeking qualified applicants to fill the position of Public Works Director. The current Public Works Director has retired. The successful candidate will perform a variety of routine and complex supervisory and project management activities on behalf of the City. He/She will manage the daily activities of the Public Works Department staff, will assist and coordinate elements within the 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 may be assisting with the feasibility study (ongoing), implementation, and eventual management of a new stormwater utility.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages the City's Public Works Department and supervises the three-member crew to accomplish all required daily tasks and seasonal and special projects. Coordinates with the Building Official in the management, scheduling, and supervision of the crew.

- Manages and updates all aspects of the City's Transportation Improvement Program, Capital Improvements Program, and other plans involving the municipal infrastructure.
- Helps develop the budget for the Public Works Department and the City's 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.
- Coordinates the preparation of, or develops, reviews, and updates the storm drainage and street system maps, database, and comprehensive plans.
- Maintains the engineering library and City infrastructure records.
- Maintains and updates City engineering and Public Works standards.
- Assures as-built of projects are compiled for operation/maintenance purposes.
- 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 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.
- 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.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

The following is a general listing of skills, abilities, and knowledge items that are desirable traits for a successful candidate.

- 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 as well as 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
- 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, consultants, contractors, and the general public

**SUPERVISION RECEIVED & EXERCISED:**

Works under the supervision of the City Administrator and Mayor. Exercises general supervision over three-person Public Works Department.

**QUALIFICATIONS:**

- 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 equivalent.
- Any combination of education and experience for the above position classifications which would provide the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.
- A Valid Washington State Driver's License required by time of hire and driving record free of serious or frequent, recent violations is required.
- Skill in operating the listed tools and equipment is desired.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, and data base software; surveying equipment including level and electronic distance measuring devices desired; motor vehicle; phone; mobile radio.

**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 under fluorescent lights, 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.

**WORK ENVIRONMENT:**

The work environment characteristics described here 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.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, job-related testing, oral interview and reference checks may be required. Those found to be most qualified will likely be invited to participate in oral interviews. All others will be notified of status by mail/email. Americans with Disabilities Act accommodations provided upon request.

**SALARY & BENEFITS:**

Monthly salary range: \$8,500 - \$10,800/mo.\* DOQ City-paid benefits include:

- Employee & family Health Insurance (excludes spouse; 90% City paid)
- Employee & family Dental Insurance (excludes spouse)
- Public Employees' Retirement System (PERS)
- Social Security
- Long-term Employee Disability Insurance
- \$5,000 Life Insurance (optional additional insurance by Employee)
- Employee Assistance Program
- Eight (8) hours sick leave per month
- Ten (10) days of vacation (starting; increases with longevity)
- Five (5) days of personal time off
- Ten (10) days paid holidays plus one additional floating holiday

**\*An additional City contribution per full calendar year (~\$10,100 for 2021)** is provided for the Employee to use in the City's Flexible Benefits Plan (Cafeteria Plan). This amount may be used for other benefits, additional compensation, or to cover additional health and dental insurance premiums.

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 documents verifying identity and authorization to be employed in the U.S.