



City of Cle Elum

POSITION DESCRIPTION
JULY 2024

POSITION TITLE: Public Works Director

REPORTS TO: Reports directly to the City Administrator under the direction of the Mayor and the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$ 8,261 – \$ 10,041 Per Month **STATUS:** Full Time Exempt

AFFILIATION: Non-Union **WORKWEEK BASIS:** 40

JOB SUMMARY: The Public Works Director is responsible for policy development, program planning, scheduling, fiscal management, administration, and operational direction of the City's Public Works Department. Performs a variety of supervisory, administrative, and technical duties in the planning, construction, operation, repair and maintenance of City Streets, Airport, City-owned buildings, Parks, Water, Wastewater and Stormwater facilities and systems.

PUBLIC WORKS MISSION STATEMENT: To be effective stewards of the public infrastructure and provide valued city services that contribute to public safety, economic vitality, and neighborhood livability in the City of Cle Elum.

PUBLIC WORKS DIRECTOR ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, schedule, control and evaluate the work of the Public Works Department.
2. Analyze and monitor annual operating costs and make recommendations for department budget; forecast future needs and expenditures; and seek cost-saving opportunities.
3. Report on Public Works Department plans and operations at City Council meetings and as needed or requested by City Administrator, City Mayor, City Council, or staff.
4. Plan, schedule, implement and oversee construction, maintenance, and operations of all public works activities; secure appropriate permits/approvals; install and maintain BMPs; and coordinate with applicable City departments, other agencies, and the public as needed.
5. Manage and implement Capital Improvement Program for City Streets, Airport, City-owned buildings, Parks, Water, Wastewater and Stormwater facilities and systems; and coordinate with contractors, engineers, and other stakeholders to ensure projects are completed on time and within budget.
6. Prepare grant applications and assist in administration of successful grants.
7. Manage local, State and Federal permits/regulations associated with the Airport, Water, Wastewater, Stormwater, and other City projects and general City operations.

8. Oversee operations and contractor agreements for the Water Treatment Plant and Wastewater Treatment Plant.
9. Complete Department of Health (DOH) reports as needed.
10. Utilize consultants as needed; develop RFQ's and RFP's, negotiate contracts for consultant services and authorize payment, approve consultant's work, and monitor progress.
11. Manage staff resources; develop work programs and evaluate the performance of assigned staff; complete annual performance evaluations; provide coaching for performance improvement and development; recommend compensation and other rewards to recognize performance; recommend disciplinary action to address performance deficiencies, in accordance with the City's personnel policies.
12. Represent the City in negotiations with outside agencies, groups, and citizens; meet with peers in business, community, and other government entities to encourage cooperative problem solving and joint approaches to problems; ensure quality customer service and work with citizens and citizen groups to resolve problems.
13. Coordinate with other City Departments as needed.
14. Keep informed of industry trends; track and analyze state and federal legislation and regulations and evaluate impact of regulations; conduct training for public works staff and public as needed.
15. Develop and implement emergency response plans for natural disasters, severe weather events, or other crises affecting public infrastructure.
16. Maintain a computer database of City infrastructure and equipment, operate a personal computer at a high degree of proficiency including electronic files, word-processing and spreadsheets.
17. Maintain City-owned properties such as fleet maintenance and minor repairs to City Hall, Library, Police station, Fire station, Airport and rental properties as needed.
18. Engage with the community to address concerns and gather input on public projects; respond to citizen complaints in a timely and respectful manner.
19. Attend a minimum of two (2) night meetings per month and be available for after-hours calls.
20. Perform other tasks and duties as assigned by the City Administrator or City Mayor. These job functions are a representative sample; not to imply a complete listing of responsibilities and tasks.

The City of Cle Elum is an Equal Opportunity employer.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable federal, state, and local laws, codes and regulations governing the administration of public works functions and activities.
- Theory, principles, practices and techniques of public works, traffic, municipal water, municipal sewer and stormwater, and public works maintenance functions.
- Principles and practices of public administration including budgeting, purchasing and the maintenance of public records.
- Methods and techniques of effective technical report preparation and presentation and a basic understanding of the public information process.
- Principles and practices of management and supervision.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from the general public, regulatory agencies, or members of the business community.
- Establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
- Communicate effectively with the public to explain permit procedures, codes and how to interpret technical information.
- Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
- Work with complex mathematical concepts and apply these concepts to practical situations.
- Prepare an annual department budget proposal.
- Develop work programs and training programs.
- Analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Read and interpret City plans, permits, maps, and environmental documents.
- Operate heavy equipment such as a grader, loader, or excavator.
- Effectively handle stressful situations and difficult or angry people.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a four-year college or university in civil engineering, public administration, or a related field. Experience may substitute for education.
- At least 4 years of progressively more responsible experience in Public Works or related field.
- Water distribution manager II certification and cross connection control specialists or obtain within one year.
- Valid Washington State Driver's License. CDL endorsement preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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

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

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

COMPENSATION AND BENEFITS:

Wage Range:	\$99,132 - \$120,496 per Year \$ 8,261 - \$ 10,041 per Month	Benefits:	Paid Medical/Dental/Vision Plans PERS Retirement System VEBA Benefit per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
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NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the City Administrator to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.