

The City of Cle Elum is seeking an accomplished, innovative, and collaborative Public Works professional who is skilled in team leadership, workplace effectiveness, budget and project management, and positive team engagement.

If quaint rural living and abundant outdoor recreation speaks to you, we look forward to receiving your application!



PUBLIC WORKS DIRECTOR

\$99,132—\$120,496

The City of Cle Elum is an Equal Opportunity Employer that values diversity.

119 West First Street
Cle Elum, WA 98922

cleelum.gov/Apply

The Ideal Candidate:

We seek an experienced Public Works professional capable of wearing many hats. As a small municipality, the ideal candidate must have a desire to serve our community through quality administration, fiscal accountability, and safe, efficient operations. The Public Works department cares for our streets, parks, utilities (water, wastewater, stormwater), our City buildings, as well as an airport, a cemetery, and our most important asset—our employees. Workplace culture is important to a thriving organization, and the Director will be instrumental in building and fostering a work environment that produces high morale and low turnover. Outstanding leadership, communication, and interpersonal skills, strong technical skills, and a proven track record of successful project development and implementation are prerequisites for success. To meet the goals of the City, this position requires focus on collaboration, service excellence, a forward-thinking mindset, and a commitment to continuous improvement to ensure resilient infrastructure for the City organization and the community.



Cle Elum snow accumulation is approximately 60" each year

Minimum Qualifications:

- Bachelor's Degree from a four-year college or university in civil engineering, public administration, or a related field. Additional years of experience may substitute for the education requirement.
- At least four (4) years of progressively responsible experience in Public Works or a related field.
- Water Distribution Manager II and Cross Connection Control Specialist certification, or ability to obtain within one year of eligibility.
- Valid Washington State Driver's License—must maintain an insurable driving record.



Summary of Essential Duties and Responsibilities

- Plan, organize, schedule, control, and evaluate the work of the Public Works Department.
- Analyze and monitor annual operating costs and make recommendations for department budget; forecast future needs and expenditures; and seek cost-saving opportunities.
- 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.
- 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.
- 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.
- Prepare grant applications and assist in administration of successful grants.
- Manage local, State and Federal permits/regulations associated with the Airport, Water, Wastewater, Stormwater, and other City projects and general City operations.
- Oversee operations and contractor agreements for the Water Treatment Plant and Wastewater Treatment Plant; complete Department of Health (DOH) reports as needed.
- 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.
- 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.
- 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; coordinate with other City Departments as needed.
- Develop and implement emergency response plans for natural disasters, severe weather events, or other crises affecting public infrastructure.
- Maintain a computer database of City infrastructure and equipment, utilize technology with a high degree of proficiency including electronic recordkeeping, word processing, and spreadsheets.
- 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.
- Engage with the community to address concerns and gather input on public projects; respond to citizen complaints in a timely and respectful manner; attend a minimum of two (2) night meetings per month and be available for after-hours calls.
- 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.
- 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 Community

Located on the west side of Kittitas County, and approximately 80 miles east of Seattle along I-90, Cle Elum is home to approximately 2,255 residents. The community, along with the nearby City of Roslyn, is known for its logging and mining history. The City provides an excellent family atmosphere and offers an outstanding lifestyle, including access to the Cascades as well as many lakes and rivers. Enjoy year-round activities such as skiing, hiking, fishing, swimming, river rafting, camping, and biking.

Climate

Our residents experience all four seasons, with lush green springs, comfortably warm summers, colorful autumns, and snowy winters. Cle Elum is approximately 30 miles from Snoqualmie pass - a popular destination for winter sports enthusiasts and summer hiking expeditions, including access to the Pacific Crest Trail.

City Government

The City of Cle Elum operates under a strong Mayor form of government with seven Councilmembers. Each Councilmember is elected at large for four-year terms on a staggered basis. The City Administrator is appointed by the Mayor and provides direction and guidance to the department directors in the delivery of City services. The City employs approximately 25 regular full-time employees, and 6 part-time, seasonal, and temporary staff.

Education

The Cle Elum School District provides quality education to K-12 students. The district serves a student population of 950 attending one elementary school, one middle school (grades 6-8) and one high school.

Cle Elum is not far from Central Washington University, home of the Wildcats.



To apply, visit: cleelum.gov/Apply

Screening starts **October 3, 2024**

We look forward to receiving your application!

