

CITY OF WOODLAND PUBLIC WORKS DIRECTOR

Department: Public Works Date:
January 8, 2024

Nature of Work:

Plans, organizes, directs and controls the functions of the Public Works Department, which includes the functions of engineering, water, streets, storm water systems, wastewater, parks, public buildings, and facilities maintenance. Communicates with citizens, businesses, staff and elected officials. Serves as part of the city's management team in running the operations of the city.

Supervision Received and Exercised:

The Public Works Director works under the general supervision of the mayor and city administrator.

Supervises Public Works Senior Leadman, Treatment Plant Superintendents and Managers, Engineering Technician, and Engineering Aide.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but not limited to, the following:

Essential Functions:

- Manages the operations of the Public Works Department and participates as a member of the city's management team. Provides managerial leadership and supervision to subordinates.
- Recruits and selects personnel, trains, and evaluates subordinates' job performance. Offers technical assistance to staff regarding more complex problems. Oversees departmental personnel practices. Provides staff development in areas of functional specialization.
- Manages department's funds, staff resources, materials, facilities and time to ensure the efficient and effective operation of the department, including preparing and administering the department's budget and work program. Performs cost control activities and monitors all fiscal operations of the department, including budgets for public works activities in special funds. Prepare funding applications. Monitor compliance with grant and loan contracts.
- Effectively communicate with citizens, businesses, staff, elected officials, agencies, etc. Also communicate important projects and status to the citizens and community businesses as necessary.

- Manage city facilities and operations, including repair and maintenance, while coordinating with all city departments.
- Writes and prepares grant applications. Monitors grants for reporting and compliance.

Essential Functions (continued):

- Reviews and approves public and private development plans and specifications for conformance with city codes and standards.
- Prepares contract documents and bid specifications for minor construction projects; manages bid projects to ensure timelines are met and projects meet specifications.
- Prepares and manages the city's transportation improvement projects and grant related construction projects.
- Supervises professional consultants and administers contracts.
- Compiles reports on projects and programs and makes presentations to appropriate boards, commissions, and the mayor/city council.
- Represent the city and coordinate on behalf of the city with various agencies and entities.

Marginal Functions:

- Oversees inspection of streets, curbs, gutters, sidewalks, water, sewer, and other public and private improvements during construction.
- Oversees the processing and approving of right-of-way use permits and coordinates right-of-way activity with contractors and utilities.
- Manage maps and records related to all city systems and facilities.
- Duties are performed indoors and outdoors, under a variety of weather conditions, both individually, and as part of a work team.
- Attendance at night meetings is required, and meeting project deadlines or responding to emergencies may require working more than forty hours per week.

Experience and Education:

- A. Must possess or be able to acquire a water distribution manager license from the Washington State Department of Health within one (1) year of employment.
- B. Must possess and maintain valid Washington State driver's license and insurable driving record or ability to obtain them within one (1) month of employment.
- C. Prefer a Bachelor's or Master's degree in business, public administration or a field closely related to the duties required of this position, and five (5) years of progressively responsible public works experience, including three (3) years of supervisory experience with emphasis working with a small crew; or
- D. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Knowledge, Abilities and Skills:

- Knowledge of municipal administration and principles and practices of management, supervision, and budgeting.
- Knowledge of principles and practices of public works management, traffic management, street maintenance and design, and storm water, wastewater, and water supply management.
- Knowledge of federal, state, and local laws relating to public works, and environmental protection.
- Ability to plan, assign, delegate, supervise, and evaluate the work of subordinates.
- Ability to plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Ability to analyze complex problems and develop and implement sound solutions.
- Ability to perform research and write clear and concise reports and communicate complex technical information to laypeople.
- Ability to read and interpret maps, property descriptions, charts, graphs, and statistical data.
- Ability to interpret engineering, architectural and landscaping plans and designs.
- Use a variety of computer software applications, including word processing using Microsoft Office suite including database, spreadsheet, and apply computer solutions to Public Works Department functions.
- Ability to establish and maintain effective working relationships with city personnel, subordinates, other department managers, contractors, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Fluently speak, read and write the English language.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

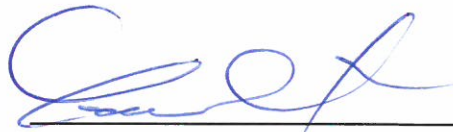
- As a condition of employment, direct deposit of payroll to a bank of employee's choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and city policies relating to this.
- The city supports uniformity and fairness, without discrimination, in the selection and treatment of all city employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics 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.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:** A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Reviewed and approved by the mayor this 9th day of January, 2024.



Todd W. Dinehart, Mayor