



PUBLIC WORKS DIRECTOR

\$93,246 - \$135,616

Plus Excellent Benefits

Apply by

February 21, 2021

(First Review, Open Until Filled)

***P*ROTHMAN**



LEWISTON, IDAHO



Situated at the union of the Snake and Clearwater rivers, Lewiston is marked by unparalleled natural beauty and outdoor recreational activities enjoyed by the City's 33,000 residents. The City was

founded in 1861 as a service community for the mines located nearby, but its origins begin far earlier. The Lewis-Clark Valley served as an encampment on the famous Lewis and Clark Expedition in 1805, as well as the duo's return trip the following year. As a result, Lewiston, the eventual Nez Perce County Seat, was named after Meriwether Lewis.

Due to the mild weather and minimal average precipitation, Lewiston offers year-round golf, hiking, water-skiing, sailing, jetboating, whitewater rafting, and world-class hunting, fishing, and camping. There are 10 state parks within 50 miles of the City, and Hells Canyon, the deepest river gorge in North America is just minutes away.

Lewiston is home to the Lewiston Independent School District, and 4 other districts are found within 20 miles. Lewis-Clark State College in downtown Lewiston boasts an annual enrollment of approximately 4,000 students and well-known programs in criminal justice, education, and nursing. Just 30 miles north of Lewiston in Moscow is the University of Idaho, and just across the state line from Moscow in Pullman is Washington State University. The area is also home to Walla Walla Community College, which has recently built a new Vo-tech facility near Lewiston High School. The colleges and universities in the Lewiston region provide an excellent opportunity for professional growth, training, continuing education and enrichment.



Throughout the year, the community celebrates its rich pioneer history with cultural and community festivals, including an annual Rodeo and parade. Beautiful downtown Lewiston organizes several other outdoor events each year, including Pumpkin Palooza, and Hot August Nights; a huge event including show-and-shine topped with rock and roll. The City also celebrates Veterans Day with a parade each year, and the Holiday season brings out the light display and hot chocolate at Locomotive Park, and the Snake River boat parade. As well, Lewis-Clark State College puts on Art Under the Elms in conjunction with the Dogwood Festival.

THE CITY

The City of Lewiston is a full-service city that operates on a two-year budget of approximately \$60-\$70 million, with a workforce of 312 employees. The City is guided by a seven-member City Council serving staggered 4-year terms. The Council elects one of its members as Mayor to serve a 2-year term, and act as the official head of the City. The Council represents the City as its political leadership, adopts and amends city ordinances and resolutions, determines city policies, guides the City's use of money, decides what taxes are to be levied, approves contracts, agreements and bids, and appoints citizens to various advisory boards and commissions.

City departments include: Fire, Police, Public Works, Library, Human Resources, Community Development, Legal, and Parks and Recreation. Three labor unions for Fire, Police and Technicians represent approximately 65% of the City's total employees.

THE DEPARTMENT & POSITION

The Public Works Department operates on a budget of \$22 million with 75 employees (26 non represented and 49 union represented) and is comprised of seven divisions including: Public Works Administration, Engineering, Street Maintenance, Traffic, Sanitation, Water (Plant and Distribution), and Wastewater (Plant, Collections, and Environmental Services).

Under the general direction of the City Manager, the Public Works Director is expected to be an active and collaborative member of the City's Leadership Team. The Public Works Director plans, organizes and directs the activities of the Public Works Department including the Water Systems Division, Sewer Systems Division, Sanitation Division, Engineering Division, Street Division and Traffic Division. The Public Works Director supervises and evaluates the performance of assigned personnel, determines and implements department programs, policies and processes, and conducts long term planning in support of the City strategic plan. The selected candidate will be replacing the current Public Works Director who is retiring in February 2021 after 16 years with the City. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

New Facilities: Last year, bonds passed for new Wastewater Plant and Water Plants (\$49 million dollars). The Wastewater Plant is currently under construction with anticipated completion date of 2022. Water Plant Construction begins after that. This was due to the aging infrastructure that was needing replacement.

Stable funding for street and infrastructure maintenance and repairs: The Public Works Director will need to work with city leadership, the community, and other government partners to identify funding options for consistent and reliable funds for maintenance and repairs.

Partnerships to maximize resources: The Public Works Director needs to work to develop as well as strengthen relationships with the business community and other public agencies for collaboration on projects, shared operations, and efficiencies.



Code and regulatory revisions: The Public Works Director will need to work with department staff, city leadership, and legal counsel to review and update the department's codes and regulations.

Capital Projects: The Public Works Director will manage water and wastewater capital projects, including an aging storm water system that needs repair. There is also a need to plan and secure funding for Urban Renewal Infrastructure.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public administration, engineering, or a related field and significant experience in public works and management, and a minimum of five years supervisory experience is required. Candidates must have a minimum of eight (8) years of increasingly responsible experience in the various aspects of Public Works including capital projects, engineering, operations, utilities, and environmental systems/programs, including oversight of the design and construction of Water and Wastewater facilities and other Public Works facilities. A Professional Engineer License preferred but not required, as the City has a designated City Engineer on staff, as well as two other licensed Professional Engineers.

The selected candidate must have a valid driver's license, be capable of operating vehicles safely, and have an acceptable driving record.

Necessary Knowledge, Skills and Abilities:

- Experience maintaining diplomacy and decorum when dealing with difficult and demanding individuals or groups.
- Proven honesty and the ability to listen to others, be open minded, and stay flexible, adaptable, and collaborative.
- Demonstrated energy and passion towards public works.
- The ability to anticipate, communicate and develop solutions to emerging issues.
- An ability to build collaborative working relations with key departments in the city that require regular and ongoing operational, planning, and regulatory interaction.
- General knowledge, competency, and technical understanding of all aspects of public works including operations, project management, planning, and regulatory rules and laws. A strong understanding of sanitation, including administration and rates, and the ability to read plans.
- Strong written and oral communication skills. Proven active listening skills. The ability to articulate the needs of the department.
- Skill as a strategic and creative thinker.
- Inspiring and motivating leadership and personnel management skills, including labor relations. The ability to delegate, be visible, engaging, recognize and reward staff successes, and be an active mentor for staff.
- The ability to simplify complicated information, avoiding acronyms with public presentations.
- A strong understanding of operation, capital, enterprise, and long-range financial planning, and knowledge of utility rate setting. Experience managing multi-million dollar and complex capital projects.

- Experience finding solutions to complicated development issues and opportunities.
- The ideal candidate will be able to anticipate problems, identify solutions, and be a decisive problem solver who is responsive, follows through in a timely manner, and is collegial, respectful, and casual, yet professional.

COMPENSATION & BENEFITS

- **\$93,246 - \$135,616 DOQ**
- Medical and Dental coverage (City pays 100% premium for employee only, 80% premium coverage from city for family members. City has its own self-insured medical and dental plans). Medical coverage includes prescription and vision coverage. Provides for a retiree coverage for employees with 15 or more years of service.
- Basic Life insurance policy covered by the City (\$20,000 life/\$20,000 ADD)
- PERSI retirement through the state
- Vacation Leave
- Sick Leave
- 11 paid holidays and 1 floating holiday of employee's choice
- Additional optional benefits include Short Term Disability, Long Term Disability, 401K, 457 deferred comp plans, life insurance, Flexible Spending Account, Dependent Care Account, and accident insurance.
- Additional benefit information is available on the City's website below:
www.cityoflewiston.org/191/Benefits

**Please visit:
www.cityoflewiston.org**

The City of Lewiston is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 21, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Lewiston, ID – Public Works Director", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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