



*The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.*

**Position:** Municipal Services Director MS/1  
**Department:** Municipal Services  
**Reports to:** City Manager  
**FLSA:** Exempt

#### JOB SUMMARY

As a strategic member of the City's Leadership team, this position oversees the Municipal Services Department which provides the City's water, wastewater, fleet, street, storm, building maintenance services and oversees the City's municipal airport. This position also oversees Engineering Services on an interim basis.

#### MAJOR DUTIES

The primary responsibility of this position is to lead the identified divisions in planning, implementing and coordinating the programs and activities of the divisions; determining program priorities through the budget process; assisting division heads with the preparation, implementation and evaluation of program objectives and activities; evaluating program accomplishments; and working with division heads in developing efficient and effective staffing to meet organizational objectives; specifically:

- Establishes goals and objectives for the department to ensure compliance with the policy directives of the City Manager, Mayor and City Council and all applicable local, state or federal laws, rules and regulations.
- Oversees preparation of the department budget and ensures financial integrity of the enterprise funds; presents the annual operating budget for approval by the City Manager and City Council; authorizes expenditures in accordance with established limitations; plans and estimates cost on public works capital improvements projects.
- Directs, evaluates and promotes the program accomplishments of the various divisions; provides assistance to division heads in preparing programs and objectives.

- Confers with division heads to problem solve; provides technical advice on engineering, public works, project planning, building maintenance, and fleet maintenance issues; acts as a subject matter expert on matters concerning major departmental activities with the City Manager and City Council.
- Develops and reviews staffing, equipment, and capital requirements for each division; approves or modifies departmental budget requests prior to submission to the City Manager.
- Trains and guides division heads on managing and evaluating staff and resolving personnel issues; hires, trains, assigns, directs, and disciplines personnel.
- Oversees the development and updating of the Transportation Improvement Program, Comprehensive Water and Sewer Plans, the Capital Improvement Program, and other plans involving the infrastructure of Moses Lake.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts; oversees project management for the construction of municipal services projects; oversees and inspects assigned projects to ensure contractor compliance with time, budget and contract parameters for the projects; and oversees the maintenance of Moses Lakes infrastructure and related records.
- Administers the Transportation Benefit District.
- Directs the department's response to major emergency events and oversees implementation to ensure effective and efficient departmental action; requests aid from other cities and sources as necessary.
- Represents the department at City Council, Council Committee and other meetings to present the department's plans and accomplishments and to discuss the development and implementation of programs, policies, etc.
- Serves as a liaison to civic and special interest groups, local service organizations and other municipal agencies to coordinate activities and to arrange the use of City services and/or resources; responds to citizen concerns and issues and determines appropriate resolutions to maintain positive community/customer relations for the department and the City.
- The Director is a leader and as such communicates and supports City goals and safety practices, motivates team members, provides effective guidance, and creates and inspires a team culture across all City team environments with an open communication culture; participates, engages, and communicates actively with Leadership Team and is responsive and supportive of fellow team members, working collaboratively with one another toward goals of all department(s) and the City; leads by setting a good example with open, positive and productive behavior; takes part in strategic planning and works closely with City elected leadership in setting and carrying out vision, mission, goals and objectives for the department; models behavior that supports City values.
- Performs other duties as assigned.

## KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Public works construction, maintenance, safety protocols and repair methods and procedures.
- Federal, state and local laws, rules and regulations applicable to the public works field.
- Planning requirements within the confines of the Washington State Growth Management Act.
- Public financing.
- Overall utility management, planning, rate setting and billing procedures.
- Personnel management and collective bargaining procedures.
- Public contracting requirements and limitations.
- Knowledge of city ordinances and department policies and procedures.
- Knowledge of job-related software programs.
- Ability to communicate and present technical information to a variety of audiences to effect understanding of city municipal services.
- Municipal airport operations and long-term planning.

## SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives.

## GUIDELINES

Guidelines include the Washington Administrative Code, the Revised Code of Washington, Moses Lake municipal code, relevant state and federal regulations, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. The variety, scope, and number of projects contributes to the complexity of the work.
- The purpose of this position is to manage the City's municipal services operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

## CONTACTS

- Contacts are typically with co-workers, other City personnel, representatives of other public agencies, representatives of state and federal agencies, elected and appointed officials, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or intermittently sitting, standing, or stooping. The employee frequently lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Development Engineering Manager, City Engineer, Public Works Division Director, and Contract Coordinator and indirect supervision over 68 employees.

## MINIMUM QUALIFICATIONS

- BS in Civil Engineering or related field and eight (8) years of experience in a public works environment with five (5) years in a supervisory capacity, or any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties.
- Registration as a Professional Engineer in the State of Washington, preferred.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Washington for the type of vehicle or equipment operated.
- All applicants must be able to successfully pass a background check process which includes reference checks and criminal history checks, or other.

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*The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.*

*Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.*

*At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.*

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*This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.*

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