



Washington

PUBLIC WORKS DIRECTOR

\$103,776 - \$116,796

Plus Excellent Benefits

Apply by

May 9, 2021

(First Review, Open Until Filled)

PROTHMAN



COLLEGE PLACE, WA



Nestled at the base of the Blue Mountains and located two miles north of the Oregon border in southeastern Washington, the City of College Place is home to Walla Walla University and an up-and-coming downtown. The City is located within Walla Walla County, which covers just under 1,300 square miles and is home to 60,000 residents. The region is the perfect place to experience all four seasons with its warm sunny summers, crisp yet moderate winters and spectacular springs and falls that fill the area with color. Walla Walla has long been known as one of the most fertile agricultural areas in the nation, producing such crops as wheat, asparagus, strawberries and the famous Walla Walla Sweet Onions.

The City of College Place was given its name in 1891, after Seventh-day Adventists in Washington and Oregon decided to establish a college in the area adjacent to Walla Walla's southwest border. Today the area is home to approximately 10,000 residents and is primarily residential. Home to the majority of Walla Walla University's students, the College Place campus is located about three miles west of Walla Walla, which has been recognized as "America's Friendliest Small Town" by USA Today and Rand McNally. Walla Walla is home to an all-American downtown corridor and 20 public parks, which offer miles of recreational trails.

Nearby Walla Walla is known to be the "hub city" for medical, professional and business services for Southeastern Washington and Northeastern Oregon. Major employers include food-processors, machinery and irrigation manufacturers, and schools and colleges, including Whitman College and Walla Walla Community College.

The area boasts three 18-hole golf courses, over 100 world class wineries, recreational trails, swimming pool, and local rivers allow for residents of all ages to enjoy a variety of recreational opportunities, including picnicking, recreational sports, cycling, fishing, hunting, golf, and winter sports in the Blue Mountains.



THE CITY

Incorporated on January 19, 1946, the City of College Place operates under a strong mayor form of government. The City of College Place has a seven-member City Council that holds regular council meetings every second and fourth Tuesday of each month.

The City currently employs 47 full time employees and has a 2021 budget of \$47,105,000. Departments of the City include Police, Fire, Public Works, Finance, Administration, and Community Development. College Place currently contracts with Walla Walla District Court for court services, Basin Disposal for solid waste services, and recently negotiated a contract with Jacobs Group to operate the city's wastewater treatment plant.



THE DEPARTMENT & POSITION

The Public Works Department operates on a budget of \$8,884,000 with 12 FTEs. Services provided by the department include water, wastewater, street maintenance, stormwater, park maintenance, fleet maintenance, and urban forestry. The department also contracts out services for summer youth recreation, and garbage services.

Under the general direction of the City Administrator, the Public Works Director plans, directs, manages, and oversees the activities and operations of the Public Works Department including streets (including bridges, culverts, and traffic signals), park maintenance, stormwater, equipment repair and replacement, and right-of-way permitting/plan review. This position will also have direct oversight of outsourced services including solid waste collection (Basin Disposal), wastewater treatment plant and collection system (Jacobs Group), and engineering services (J-U-B Engineers). The Public Works Director will be responsible for the coordination of outside franchise utility providers such as Natural Gas (Cascade Natural Gas), Power (Pacific Power and Columbia REA), and Internet Services: (Charter Spectrum, Centurylink, and Pocketinet). The selected candidate will be replacing the current Public Works Director who is retiring after 45 years with the City. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

- Major capital projects for the City includes the 9.5-million-dollar southwest sewer project which replaces portions of an old collection system and adds capacity, along with a twenty-million-dollar sewer plant upgrade that will ensure the City has the capacity to handle growth. This twenty-million-dollar project will require blending multiple funding sources and must be completed by 2023. One challenge of the project is that the plant must discharge its treated effluent onto adjacently owned property when discharge into a local creek during the dry months of the year is not possible.
- While the city road system is currently underfunded, the Council has authorized a transportation improvement district to address road maintenance. The new Director will be in charge of recommending ideas for funding the currently unfunded District to the Council.

- There are currently regulatory issues in sewer, stormwater and potentially the groundwater-based water system. Keeping the City in compliance with discharge permits and water rights regulations will be an immediate need.
- The Stormwater System has just recently been required to operate under a discharge permit and the utility is new. There is a need for 40 new outfall facilities to be built in the system.
- A new well is coming online and there is a potential for an additional well. The City also has a need for additional water storage capacity, which would be an additional capital project. The water system is entirely groundwater-based, and the current aquifer is dropping. The Public Works Director will need to consider future sources of both new and redundant supply.
- The City's fleet is older and there is currently only one mechanic. This is an area that needs more resources both in staffing and equipment upgrade. An Equipment Replacement Reserve needs to be a focus to make this happen.
- The City does a good job of mapping its utility systems using GIS. The utility systems are older and someone with good asset management skills will find good opportunity to help the City manage upgrades and improvements.
- Lions Park is one of the major parks in the City and is scheduled for a 3-million-dollar upgrade adding assets to the park. This project is currently in design and must be completed in 2022.
- The Public Works Department is represented by the Teamsters Union and the current contract ends in December of this year. An immediate task for the new Director will be working with Human Resources and the bargaining unit on a new labor agreement.
- With impending retirements in the department, the Public Works Director will have the opportunity to develop a succession plan, continue to encourage a positive work environment, and introduce forward-thinking changes to improve operations. The new Public Works Director will need to have a good ability to focus on priorities, encourage working smart, and advocating for essential work/life balance.
- The community is diverse, being 19% Hispanic, 4% Italian American, and 2% Russian. The new Director will have a commitment to a diverse workforce that reflects the demographics of the community.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in civil engineering, construction management, public administration, or a closely related field; and four (4) years of increasingly responsible public works administration including two years of management and administrative responsibility and at least two (2) years' experience with municipal utilities is required. Candidates must have a valid State of Washington driver's license by time of hire. Possession of a valid registration as a Professional Civil Engineer in the State of Washington is highly desired.

Necessary Knowledge, Skills and Abilities:

- Demonstrated experience working with sewer, water, and stormwater utilities.
- Experience working with state permits and the regulatory environment.
- Ability to nurture a positive work culture and introduce new ideas that are beneficial to operations.
- Experience with newer technology, including computer-based systems that monitor utility operations.
- The ideal candidate will have excellent people skills, experience with organizational development, have skills in project management, and be an advocate for the department.
- Knowledge of budget development and management.
- Ability to be collaborative, build bridges to other potential partners, be politically attuned, and able to build trust with the Council and community.
- Knowledge of contract management and the ability to work well with consultants will be critical to success in this position.
- The selected candidate will be a proven problem solver and comfortable with ambiguity.



COMPENSATION & BENEFITS

- **\$103,776 - \$116,796 DOQ**
- Medical, Dental, & Vision (full family)
- Life Insurance (\$100,000)
- Long Term Disability
- Washington PERS Retirement Plan
- Paid Holidays
- Sick & Vacation Leave

Please visit the City's website at:
www.cpwa.us



The City of College Place is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 9, 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 College Place, WA – Public Works Director", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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