

City of College Place

Job Description

TITLE: PUBLIC WORKS DIRECTOR/CITY ENGINEER

REPORTS TO: CITY ADMINISTRATOR

Position Summary:

Plan, direct, manage, and oversee the activities and operations of the Public Works Department including streets (including bridges, culverts, and traffic signals), park maintenance, storm water, equipment repair and replacement, and right-of-way permitting/plan review. Direct oversight of outsourced services: solid waste collection (Basin Disposal), wastewater treatment plant and collection system (Jacobs), and engineering services (J-U-B Engineers). Coordination outside franchise utility providers such as Natural Gas (Cascade Natural Gas), Power (Pacific Power and Columbia REA), Internet Services: (Charter Spectrum, Centurylink, and Pocketinet). Coordinate assigned activities with other departments and outside agencies, and to provide highly responsible and complex administrative support to the City Administrator/Mayor.

SUPERVISION RECEIVED:

Serves under the direction of the City Administrator.

SUPERVISION EXERCISED:

Streets, Parks Maintenance, Equipment Repair and Replacement, Water, and Stormwater operational staff. City contract representative for Wastewater (Jacobs), Engineering Services (J-U-B Engineers), and Solid Waste (Basin Disposal).

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assume full management responsibility for all department services and activities both in-house: streets (right-of-way, bridges, culverts, urban forestry), water distribution and well operations, equipment repair and replacement, and Stormwater and contractual: wastewater collection and treatment plant (Jacobs), solid waste (Basin Disposal), and engineering (J-U-B engineers).
2. Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

4. Plan, direct, and coordinate the Public Works Department's work plan; assign projects, and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Oversee on-call engineering contract with J-U-B Engineers and internal engineering functions; review and approve technical plans, drawings, papers, reports and specifications; interpret technical materials; direct construction, maintenance, and project management efforts.
6. Manage, direct, and implement long-range planning activities including comprehensive utility plans, Stormwater Management Plan, Six-Year Transportation Improvement Program (TIP), Capital Facility Plan (CFP), Equipment Replacement Plan (ERR), and related programs.
7. Negotiate and administer franchise, professional, construction, and service contracts and agreements.
8. Oversee project management for the construction of the municipal public works projects. Oversee assigned projects to ensure contractor compliance, grant compliance, as well as compliance with time and budget parameters for the project.
9. Oversee and develop procedures, policies, and systems related to transportation, water, wastewater, storm water, solid waste collection, parks maintenance, construction inspection, subdivisions, mapping, and surveying.
10. Oversee the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline, and termination procedures.
12. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify, and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Public Works Department to other departments, elected officials, and outside agencies;
15. Coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and professional engineering.
17. Provide staff assistance to the City Administrator; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Equivalent to graduation from an accredited college or university with a Bachelor's Degree in civil engineering, construction management, public administration, or a closely related field; and
2. Four years of increasingly responsible public works administration including two years of management and administrative responsibility and including at least two years' experience with municipal utilities.

KNOWLEDGE REQUIRED:

1. Operations, services, and activities of a comprehensive public works program.
2. Principles and practices of public works construction and maintenance.
3. Operational characteristics of water and wastewater treatment and storm drainage systems.
4. Principles and practices of program development and administration.
5. Modern and complex principles and practices of design and construction.
6. Methods of techniques of contract negotiation and administration.
7. Principles and practices of municipal budget preparation and administration.
8. Principles of supervision, training, and performance evaluation.
9. Occupational hazards and standard safety precautions.
10. Civil engineering principles, practices, and methods as applicable to a municipal setting.
11. Applicable city, state, and federal laws, codes, and regulations.
12. Public speaking.

SKILLS/ABILITIES REQUIRED

1. Manage and direct a comprehensive public works program.
2. Develop and administer departmental goals, objectives, and procedures.
3. Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
4. Identify and respond to sensitive community and organizational issues, concerns, and needs.
5. Plan, organize, direct, and coordinate the work of lower level staff.
6. Delegate authority and responsibility.
7. Select, supervise, train, and evaluate staff.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Research, analyze, and evaluate new service delivery methods and techniques.
10. Oversee a variety of professional engineering functions.
11. Review and approve technical plans, papers, reports, and specifications.
12. Negotiate and administer various contracts and agreements.
13. Perform complex mathematical calculations.
14. Prepare clear and concise administrative and financial reports.
15. Prepare and administer large and complex budgets.
16. Interpret and apply applicable Federal, State, and local policies, laws and regulations, firmly, tactfully, and impartially.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.

19. Meet established deadlines.
20. Maintain regular, reliable, and punctual attendance.
21. Operate computers and related equipment.
22. Observe legal and defensive driving practices.

WORKING CONDITIONS:

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Occasional overnight travel is required. The incumbent is exposed to occasional inclement weather moving vehicles and machines, dust, and mud. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items up to 50 pounds. Work requires average physical agility and dexterity.

LICENSE & OTHER REQUIREMENTS:

Valid State of Washington driver's license as well as possession of a valid registration as a Professional Civil Engineer in the State of Washington is highly desired. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

Classification History

Created: 1/21/2021

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

Norma L. Hernandez - Mayor