



# PUBLIC WORKS DIRECTOR

## \$90,852 - \$114,276 DOQ

Plus Excellent Benefits Including  
**\$5,000 Moving Expense Reimbursement**

Apply by

**October 9, 2022**

*(Open until filled. Applications reviewed as submitted.)*

**PROTHMAN**



**EAGLE POINT, OREGON**



Located within Southern Oregon’s Rogue Valley just 40 miles north of the California border, the City of Eagle Point sits on the west side of the Cascade Mountains and is 10 miles north of the commercial hub of

Medford. A short drive from the City leads to several lakes and rivers where residents and visitors enjoy fishing, camping, boating, and relaxing. Endless miles of hiking trails, a highly rated ski mountain, snowmobiling, camping, hunting, and boating opportunities are also all available within an hour’s drive. For those looking to explore further, the Medford International Airport is a short 15-minute drive away.

The most famous regional destination is Crater Lake, which is also Oregon’s only National Park. In addition, the nearby Rogue River draws fishing enthusiasts and white-water rafters from around the country. For those who would rather spend time dining, shopping, or going to a show, the Rogue Valley is home to the famous Ashland Shakespeare Festival, Rogue Valley Symphony, Britt Outdoor Music Festival, Craterian Ginger Rogers Theatre, and a multitude of fine dining and shops.

This is an excellent opportunity to work with a dedicated team of people in a small, well-managed city with a competitive salary and benefits package, many housing options, schools, and close proximity to shopping, restaurants, outdoor recreation, cultural attractions, higher education, and medical services.



**THE CITY**

Eagle Point operates under the Council-Administrator form of government with a seven-member City Council and a seven-member Planning Commission. The City Council is responsible for adopting all city policies, legislation, and approving the city budget. The City Council appoints the City Administrator, who is responsible for the day-to-day city operations and hiring of staff. The Planning Commission has decision-making authority for a variety of land use actions and makes land use policy recommendations to the City Council.

The City is a “full service” community that is financially stable and well managed. It is currently operating with nearly 30 full-time employees and a budget of just over \$26M.

Sewer services are provided by Rogue Valley Sewer Services and fire protection is provided by Jackson County Fire District 3. The City purchases treated water from Medford Water Commission and is responsible for the storage and distribution to customers.

## THE DEPARTMENT & POSITION

The Public Works Department is responsible for maintaining City streets, storm sewers, water storage and distribution, parks and related equipment, city facilities, and fleet management. The annual budget provides for capital projects in each of the infrastructure areas. A complete list of upcoming projects as well as 10-year projections can be found [here](#). The Department operates with a Supervisor, Lead Worker, two Specialists, two Technicians, and two Laborers. An additional position has been funded but not yet filled. This is complemented by seasonal temporary employees and professional service contracts. The Public Works team is highly collaborative, team-oriented, cross-trained in the various functions of Public Works.

Under the direction of the City Administrator, the Public Works Director directs the functions of the Department and implements procedures and practices to provide services in engineering, domestic water, stormwater, streets, and park and recreation facilities. The Director assures the efficient and economical use of departmental funds and operations and accomplishes short-term planning, long-range planning, and public facility planning. The Director performs specialized work which requires the ability to exercise independent judgment, initiative, and discretion, and completes projects and accepts additional responsibilities as directed by the City Administrator. The Director routinely engages with the community and its elected representatives to determine evolving needs and work assertively to fulfill them, and works to enhance the community's quality of life and livability, specifically through parks, recreation facilities, greenways, services, cultural and heritage resources, and related activities. With the Community Development Director, the Public Works Director will consider demographic factors such as population and age trends to help understand and plan for the community's present and future park and recreation needs, and development trends which provide information on the amount, location, and type of growth currently occurring and expected in the City, and how that translates to planning for park and recreation facilities and prioritizing their construction and maintenance.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).

## IDEAL CANDIDATE PROFILE

### Education & Experience:

- Seven (7) years of experience in municipal government public works operations, civil engineering, or equivalent education, training, and experience.
- A Bachelor's Degree in Civil Engineering or equivalent, and state licensure as a P.E. is preferred but not required.
- Experience or knowledge in Project Management.
- Any combination of education and experience that the City deems appropriate will be considered.

### Necessary Knowledge, Skills & Abilities:

- Knowledge of civil engineering principles, water utility operations, street maintenance, construction practices and techniques, project management, stormwater systems, and general operations of a municipal public works department.
- Ability to schedule capital projects for the fiscal year. Ability to schedule, monitor, and complete those projects in a timely manner and within budget.
- Ability to effectively apply management techniques, supervise personnel, and ensure that the department adheres to local, state, and federal laws, departmental rules, city codes, and policies.
- Ability to establish and maintain effective working relationships with other staff and the public in a courteous and professional manner, to provide great customer service.
- The City is seeking an enthusiastic, professional leader with a high level of experience, technical skill and an engaging personality that will work well with our management staff and effectively serve the citizens of Eagle Point.
- The ideal candidate is a professional with the highest level of integrity, good judgment, and outstanding leadership skills.
- The ability to be collaborative, inclusive, tech-savvy, accountable, customer service oriented, and motivate and maximize the skills of staff.
- An approachable management style and broad experience in public works, project management, budget preparation. The ability to take a participatory approach to leadership with the goal of obtaining high-quality decision-making. Skill as a proven leader able to deliver projects and services in a timely, cost-effective, efficient manner.

- The capability to lead teams to successful solutions for a range of topics including budgets, capital projects, and long-range strategic planning, and the ability to wear many hats as needed.
- Experienced in overseeing complex projects from vision to completion. The ideal candidate will also be a conscientious good steward of public resources, and assure personnel, assets, and funding is allocated efficiently in response to community needs and priorities.
- Skill in building and maintaining a cohesive team culture where units work together seamlessly and build capacity.
- Excellent communication both orally and in writing, and the ability to maintain transparency. A straightforward in communication style and the skills to build and maintain trust with both elected officials, other department managers, as well as employees from other departments is essential. The attitude of 'How can I help' is crucial.
- Skills necessary to effectively perform the duties and responsibilities of the position, including the ability to give effective public presentations, and proficiency with word processing, spreadsheets, database, and financial applications, including all Microsoft products.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

The City of Eagle Point is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 9, 2022** (Open until filled. Applications reviewed as submitted). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "**City of Eagle Point, OR – Public Works Director**" and click "Apply Online" or click [here](#). If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.

## COMPENSATION & BENEFITS

- **\$90,852 - \$105,324 without P.E.**
- **\$98,568 - \$114,276 with P.E.**
- Medical, Dental, and Vision Insurance
- Prescription Drug benefits
- 10 Holidays plus 3 Personal Holidays
- Paid Vacation
- Paid Sick Leave
- Life Insurance
- Deferred Compensation
- Long-Term Disability
- Upcoming COLA To Be Determined
- \$5,000 Moving Expense Reimbursement

**For more information on the City of Eagle Point, please visit:**  
**[www.cityofeaglepoint.org](http://www.cityofeaglepoint.org)**



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**[www.prothman.com](http://www.prothman.com)**

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