



## CITY OF TOPPENISH



*"Where the West Still Lives"*

**Washington**

## PUBLIC WORKS DIRECTOR

# \$87,798 - \$114,132

*Plus Excellent Benefits*

**4% Salary Increase for Registered P.E.**

*Apply by*

**May 29, 2022**

*(First Review, Open Until Filled)*

# **PROTHMAN**



## TOPPENISH, WASHINGTON



Incorporated in 1907, the City of Toppenish is located in the agricultural center of the Yakima Valley, located approximately 20 miles south along I-82 from the greater Yakima metropolitan area. Home to 9,010 residents, Toppenish is culturally diverse with a Hispanic population of 75%. A premier place to live, work and play, Toppenish offers a temperate climate, a low cost of living, and a strong sense of community.

Separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River, a stretch of farmland and rolling hills, the Yakima Valley region has been the cultural, business, educational, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. Toppenish has preserved its beginnings as a rugged western town through restoration and beautification efforts that make it a popular tourist attraction today. Efforts include 76 historically related murals about Toppenish painted throughout the city, which has led Toppenish to be known as the “City of Murals”. Toppenish is also home to three unique museums including the American Hop Museum - the only one of its kind in the entire country; the Yakima Valley Rail & Steam Museum inside the beautifully restored Toppenish Depot; and the Yakama Nation Cultural Center, which boasts one of the finest Native American displays in the country.

Sitting amid productive agricultural fields, orchards, vineyards, and hop yards, Toppenish enjoys easy access to the Yakima River where residents and visitors enjoy fishing, boating, rafting, picnicking, and much more. With warm summers, cool winters, and four distinct but mild seasons, Toppenish boasts 300 days of sunshine per year. The region offers top-quality golf courses including the Mount Adams and Apple Tree Golf Courses along with public golfing at Sun Tides Golf Course, and two community golf courses, Westwood, and Fisher Golf Courses. The Yakima Valley is also well known throughout the State as the heart of the Northwest craft beverage scene, and also offers award-winning wines and wine country tours.

For those looking to explore beyond Toppenish, the Yakima Regional Airport is an easy 20-minute drive away. In addition, Seattle, Spokane, and Portland are each roughly two and a half hours away, and a 60-minute drive from Toppenish will bring you to the foot of two spectacular mountain passes, White Pass and Chinook Pass.

The Toppenish School District has an award-winning and progressive curriculum and has just built a new gymnasium, football stadium, greenhouse as well as remodeling a portion of the high school and elementary school.

## THE CITY

The City of Toppenish operates under the Council-Manager form of government. The City’s seven Councilmembers, elected to staggered 4-year terms, hire the City Manager who serves as the chief executive officer for the City. Councilmembers select a Mayor from among the council body to serve as the Mayor for a 2-year term. The City Manager sees that all policies set by the City Council are carried out, hires personnel, enforces city laws, prepares the annual budget, and supervises the City’s daily operations. The City operates with 54 FTEs from five departments including Executive, Fire, Police, Public Works, and Administrative Services on a 2022 budget of \$31 million.



## THE DEPARTMENT & POSITION

The Public Works Department is responsible for the planning, programming, construction, maintenance, and operations of the city's streets, water, sewer, stormwater, solid waste, parks, and open space, cemetery, fleet, and facilities.

Under the administrative direction of the City Manager, the Public Works Director is responsible for determining major department policies, planning long-range programs, resolving difficult administrative problems, and managing the departmental budget. Duties include exercising leadership with the department's Operations Manager and leads, and advising the City Manager in the determination of program needs, the preparation and presentation of programs for approval by the City Manager and City Council, and coordination of the implementation of approved programs. The Director supports a positive work environment, keeps others informed of work issues and programs by maintaining quality communications, displays initiative to resolve problems and capitalize on opportunities in the job, and maintains a work environment supporting fair and equal treatment of employees within Equal Employment Opportunity guidelines. This position has total budgetary preparation and compliance accountability for an operating budget of approximately \$12 million and a capital budget of approximately \$15 million in 2022. The Director is accountable for control of capital assets valued at greater than \$500,000 and for all long-range operational and strategic planning.



## OPPORTUNITIES & CHALLENGES

1. The Public Works Department has operated without a Public Works Director for seven years due to the previous City Manager largely filling the role. The City has determined to re-establish the Director position offering a unique opportunity to the incoming Director.
2. The City is nearing completion of a new Public Works Office and Shop Facility. The new facility provides much needed space for administration and operations, and represents an opportunity to review and modify, as appropriate, department practices and procedures.
3. Toppenish is working with YVCOG and the Department of Commerce to develop and prioritize new homes/ADUs in Toppenish. New homes will require water/wastewater infrastructure to support new housing. Yakima County is interested in partnering to increase affordable housing.
4. The City's \$20 million Wastewater Collection System Rehab Project is underway and in phase 2 of 3. The new Director is expected to take charge of the project and bring it to completion. The sewer rehabilitation has already reduced infiltration and inflow to the WWTP by 75%, reclaiming capacity at the plant, but also increasing concentrations of certain pollutants necessitating the need for process changes.
5. With the very recent passage of the Federal infrastructure bills, Congressional Directed Spending, and the recently passed State transportation funding package, opportunities for grants and low interest loans are at a 20-plus year high for water, wastewater, transportation, facilities, and communication projects. The new Director should expect to focus considerable effort in this area.
6. Like many small cities, Toppenish has seen years of deferred maintenance. There is opportunity for several early and easy wins for the Director, and there are some long-term challenges the Director will need overcome as a result of past policies.
7. The senior management team is rebuilding and focused on developing a supportive environment. The Director will have the opportunity to help shape the direction of the team and the City. At the department level, Public Works staff are excited about the prospect of full-time professional leadership from the Director and a department advocate. The current crew is public service minded and is looking forward and receptive to change.

## IDEAL CANDIDATE

A bachelor's degree in civil, sanitary, environmental, public works, or mechanical engineering, public administration, and/or a related field, and five (5) years of management experience in a public works department that includes management of day-to-day operations, capital projects, personnel, administration, and budgets is required. Candidates must have a valid Washington State Driver's License or the ability to obtain one within thirty days (30) and pass a driver's record check with a good driving record. A Professional Engineer license is preferred, and candidates that are Bilingual (Spanish) is a plus.

Any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills, and abilities will be considered.

The Public Works director plays a key role in maintaining and elevating the City's mission. The ideal candidate will drive the vision of the Public Works Department forward keeping apprised of the latest industry trends, technology, and issues. The ideal candidate will establish and maintain trust, demonstrate the ability to think and plan strategically, and demonstrate a high level of technical knowledge and foresight in public works. The selected candidate will exhibit a high level of professionalism, demonstrate effective written and verbal communication and active listening skills, and be solution-oriented and proactive. The successful candidate will have a demonstrated record of accomplishments and leadership in the Public Works field. This individual will be an effective communicator, especially when presenting information to employees, city leadership, and the city council.

## COMPENSATION & BENEFITS

Toppenish offers a competitive compensation and benefit package:

- **SALARY: \$87,798 - \$114,132 DOQ**
- 4% Salary Increase for Registered P.E.
- AWC Medical, Dental and Vision Insurance.
- \$20,000 Life Insurance Policy.
- 11 Holidays and 1 Floating Holiday.
- 16.67 Vacation Hours Accrued Monthly.
- 40 Hours Vacation Cash Out Per Year.
- Up to 40 Hours of Executive Leave Per Year.
- Washington PERS Retirement.
- 2% Deferred Compensation Match.
- Longevity Pay.
- Bilingual Pay.

**To learn more about the  
City of Toppenish, please visit:  
[www.cityoftoppenish.us](http://www.cityoftoppenish.us)**

## CITY OF TOPPENISH



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The City of Toppenish is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 29, 2022** (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](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City of Toppenish, WA – Public Works Director**", and click "**Apply Online**", or click [here](#).



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

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