



THE CITY OF  
**TROUTDALE**  
— OREGON —  
EST. 1907

**PUBLIC WORKS DIRECTOR**

**\$122,096 - \$148,428 DOQ**

*Plus Excellent Benefits*

*Apply by*

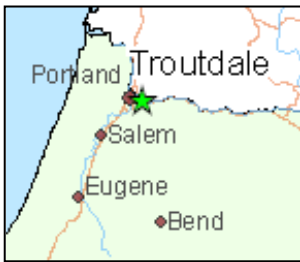
**October 23, 2022**

*(Open until filled)*

**PROTHMAN**



**WHY APPLY?**



The City of Troutdale, Oregon is situated in the beautiful Pacific Northwest on the banks of the Columbia and Sandy Rivers, adjacent to the Columbia River Gorge National Scenic Area.

The area offers a mix of urban areas, rural farmlands and forests. Troutdale is just 100 miles from the Pacific Coast, with the Cascade Mountain Range, Mt. Hood and the Mount St. Helens National Volcanic Monument less than two hours east. The area offers an abundance of year-round recreational opportunities, including sailing, boating, water and snow skiing, hunting, camping, and hiking.

This is an excellent opportunity for an experienced public works professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with dedicated staff to achieve the City’s goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

**THE COMMUNITY**

Located along the I-84 corridor, Troutdale is a thriving and growing community of 16,000 people that sits on the south bank of the Columbia River, 15 miles east of Portland, Oregon. The City is part of Multnomah County, the most populous county in Oregon, and forms the Eastern edge of the Portland metropolitan area.



Known as “The Gateway to the Columbia River Gorge” the city offers residents and visitors year-round recreation and is widely known for its many tourist attractions including McMinnamins Edgefield, a historic downtown, the Columbia Gorge Premium Outlet Mall, and a variety of retail stores and restaurants. Troutdale is largely a bedroom community with the majority of the working population leaving the City during the day. The Troutdale Reynolds Industrial Park (TRIP) is the local employment center, which contains a general aviation airport, a regional sorting center of FedEx Ground, and a newly constructed Amazon Fulfillment Center. TRIP also has several other projects underway and has great potential for future redevelopment. Troutdale's unique location offers unmatched recreation including camping, mountain and road biking, hiking, whitewater kayaking and rafting, golfing, fishing, and world-class skiing, snowboarding, and snowshoeing at nearby Mt. Hood, all with the amenities of a large city nearby.



**THE CITY**

The City of Troutdale operates under a Council-Manager form of government. The Troutdale City Council is comprised of a mayor and six council members who set policy that the City Manager implements. The City provides a full range of municipal services including street construction and maintenance, water, sanitary and storm sewer, parks, land use, planning and zoning, public improvements, municipal court and administrative services. The City contracts for fire service with the City of Gresham, and with the Multnomah County Sheriff’s Office for law enforcement services. In 2006 the City established The Urban Renewal Agency of the City of Troutdale and adopted an urban renewal plan which comprises approximately 48 acres adjacent to downtown Troutdale strategically located adjacent to a freeway interchange and the scenic Sandy River. The City employs approximately 66 employees and has a total 2022/2023 budget of approximately \$56 million.

## THE DEPARTMENT & POSITION

The Public Works Department provides water treatment and distribution, sanitary sewer collection and treatment, storm water collection and conveyance, utility services, parks maintenance, street maintenance and repair, engineering, project management, construction inspection, environmental management, solid waste and recycling program management, geographic information services, issuance of erosion control permits, and issuance/administration of public works permits. The Department also repairs public works vehicles and mechanical/electrical equipment. The Public Works Department includes the Public Works Management Division, the Water, Parks, and Streets Division and Wastewater and Storm Sewer Services Division. The department operates with 32 FTE's and has a total 2022/2023 budget of approximately \$34 million. The Public Works Department is high performing with four division Superintendents who have been with the City from 9-27 years, with three having over 20 years tenure with the City. The divisions work well together, and the Superintendents have excellent working relationships.

Working under the direction of the City Manager, the Public Works Director plans, organizes, directs, and evaluates, through subordinate supervisors, the delivery of public work services, including construction, operation, maintenance, and repair of streets, water systems, sanitary sewer systems, storm drainage infrastructure systems and utility services, and parks 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).



## OPPORTUNITIES & CHALLENGES

- The next Public Works Director will need to be a proven leader with management experience developing and retaining talented staff. The Director is also expected to work with the City Manager to evaluate existing staffing levels and recommend the staffing levels needed to deliver projects and services in accordance with the City's Missions statement "To ensure a safe livable community by providing effective and efficient public services".
- The TRIP property (Troutdale Reynolds Industrial Park) is one of the last major industrial sites in the Portland Metro area with significant available property. The partnership with the Port of Portland to guide development is a major opportunity.
- The Urban Renewal District is directed by the City Council and contains 48 acres of prime commercial real estate. Public Works Divisions will need to actively support site redevelopment.
- The Troutdale Airport is one of the major general aviation facilities in the Portland Metro area operated by the Port of Portland which has recently updated its long-range airport plan.
- FEMA floodplain map revision process along with the recently issued biological opinion for protection of endangered species has introduced uncertainty for development efforts in the City along the Sandy River.
- FEMA required levee recertification requirements along the Columbia River involving several jurisdictions will require management, funding, and development coordination.
- Revenue challenges in the City are directly related to the health of development. A major challenge is attracting development whose value can spread some of the property tax burden to commercial and industrial users of urban services.
- Relationships with contract agencies providing services must be nurtured to ensure good performance at a reasonable cost.
- With continuing concerns regarding disaster preparedness and management, the City is in the process of "hardening" its infrastructure and establishing Emergency Management Systems.
- The new Public Works Director will have an opportunity to hit the ground running in an efficient and knowledgeable department that has experienced staff and established working relationships.

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in civil engineering or a related field, and seven (7) years of experience in a public works environment which has included supervisory responsibilities is required. The ideal candidate would be registered as a Professional Engineer in the State of Oregon and have a valid Oregon State driver's license by time of hire.

The ideal candidate will have a broad knowledge of public works, skill as an excellent manager and as a consensus builder, be visible to the department's employees, and visible within the community. The selected candidate will be a good listener, values employees' opinions and knowledge, and be able to provide clear and timely direction when needed. The ability to articulate the vision and policy of the City Council and the City Manager to the employees will be key to candidates' success in this position.

### Necessary Knowledge, Skills & Abilities:

- Knowledge of modern municipal management methods and procedures, organizations, and functions. Knowledge of public works construction, maintenance, and repair methods and procedures including federal, state and local laws, and rules and regulations applicable to the public works field.
- Experience with personnel management and collective bargaining procedures, public contracting requirements, limitations, and local budget law.
- The ideal candidate will be a "people person" with a demonstrated ability to lead a team, displaying excellent character and valuing honesty and frankness.
- Experience improving staff morale and trust through effective communication and leadership.

- Ability to communicate effectively both orally and in writing.
- Experience working with a multitude of other government agencies who overlap and may have concurrent jurisdiction over infrastructure within the City.
- Demonstrated ability to proactively identify issues, analyze complex problems, and involve others in effective decision making.
- Experience working collaboratively with peers, employees, other agencies, and the public to accomplish Department goals.
- Ability to express thoughts and ideas clearly, and willing to work with disagreement to achieve a great result.

## COMPENSATION & BENEFITS

- **\$122,096 - 148,428 DOQ**
- Comprehensive medical, dental, and vision insurance.
- 15 days' vacation.
- 10 holidays, plus 3 personal holidays.
- Paid sick, bereavement, jury duty, and conference and/or training leaves.
- Oregon PERS.
- Life insurance and AD&D.
- Flexible Spending Account. (Section 125 plan)
- Optional deferred compensation 457 plan.
- Long-term disability insurance.
- Employee assistance program.
- Longevity pay after 5 years.
- Position subject to an employment agreement.

**For more information on the  
City of Troutdale, please visit:**

**[www.troutdaleoregon.gov](http://www.troutdaleoregon.gov)**

The City of Troutdale is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 23, 2022** (first review, open until filled). 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 Troutdale, 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.



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

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