



CITY OF  
BAINBRIDGE ISLAND

Washington

**PUBLIC WORKS MANAGER**

**\$119,304 - \$149,616**

*(2023 salary increase to be determined)*

*Plus excellent benefits.*

*Applications accepted through:*

**November 20, 2022**

This position is open until filled. Applications will be reviewed as submitted.

***P*ROTHMAN**



**THE COMMUNITY**



Located 35 minutes by ferry from Seattle and connected to Kitsap County by bridge, Bainbridge Island enjoys a wonderful combination of scenic vistas, urban forests, trails, farms, wineries, and local arts, and more than 25,000 people call Bainbridge Island home today. The City, with input from the community, has managed to preserve its friendly aura, small-town charm, and natural environment. Islanders value the sense of country living and nearby access to Seattle's business and cultural resources.

A community values survey revealed that residents are committed to preserving the sense of community and green spaces - agricultural land, forests, parks, and trails. Cultural sites include the Bainbridge Island Museum of Art, Bainbridge Island Historical Museum, Bloedel Reserve, Islandwood, Japanese American Exclusion Memorial, and Bainbridge Performing Arts. Almost 60 percent of residents hold professional or management positions, resulting in significantly higher median household incomes than the national average. Employment on the island comes from a mixture of retail shops, service and homebased businesses, manufacturing, government, education, and healthcare.

To learn more about the Bainbridge Island community, please visit:

[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[www.visitbainbridgeisland.org](http://www.visitbainbridgeisland.org)



**THE CITY**

The City of Bainbridge Island has comprised the entire island since 1991 when the City of Winslow—then the urban center—annexed the rest of the island to better manage growth from an island-wide perspective. The City Manager reports to and is appointed by the City Council. The City Council's seven members are elected in non-partisan elections for four-year staggered terms. As a non-charter code city, the municipal corporation provides services in the areas of Public Safety, Planning, Public Works, and Municipal Court. Fire and Parks are separate taxing districts. The City operates with 134 FTEs on an annual operating budget of \$35.6 million.



**THE DEPARTMENT & DIVISION**

The Public Works Department plans, designs, constructs, operates, and maintains public improvements, facilities, and equipment owned by the City of Bainbridge Island and the public. The Department includes 48 full-time equivalent employees and is comprised of two divisions. The Department manages a 140-mile network of roads, and operates three utilities: water, sewer, and stormwater. The Department operates on a 2022 budget of \$12.4 million.

The Operations and Maintenance Division includes 28 FTEs and oversees the operations of the City's utilities, along with the maintenance and upkeep of City roadways, public facilities, and fleet. The City operates an island-wide stormwater system, and a water and sewer system concentrated in the downtown core, which includes a wastewater treatment facility. The Engineering Division is made up of a capital projects group, a water resource group, and a team of development review engineers.

## THE POSITION

Reporting to the Public Works Director, the Public Works Manager oversees the Operations & Maintenance division of Public Works and holds a key position in the department's leadership team. The successful candidate will have the opportunity to continue and expand the City's practice of delivering quality maintenance services to the community, while providing exemplary leadership and mentorship to the employees in the O&M division. Additionally, this individual will help develop new strategies for planning, executing, and reporting on operations and maintenance work. Supporting major capital projects - such as the replacement of the City's water system storage tank and sewer pump station upgrades - is another key component of this position's portfolio.

For a full job description and to view the detailed responsibilities of the position, please view the attachment found [here](#).

## PREFERRED EDUCATION & EXPERIENCE

A bachelor's degree in public administration, construction, engineering, or a related field, and six (6) years of progressively responsible experience in public works, with three (3) or more years of supervisory experience; OR any combination of experience, education and training that would provide the level of knowledge and ability is required.



## THE IDEAL CANDIDATE

At least four (4) of the core certifications listed below are preferred at hire. Additional certifications applicable to the areas of responsibility may be obtained within one (1) year of employment, as determined by the supervisor.

- Traffic Control Flagger
- Traffic Control Supervisor
- ISMA Level 1 Signs and Pavement Markings
- Certified Erosion and Sediment Control Lead
- Certified Facilities Manager or comparable
- Certified Automotive Fleet Manager or comparable
- Water Distribution Manager II
- Cross Connection Control Specialist
- Wastewater Collection Specialist II
- Wastewater Treatment Plant Operator II
- OSHA 30-Hour General Industry Safety or comparable
- OSHA 40-Hour HAZWOPER

The successful candidate will have demonstrated experience within a wide range of public works operations and maintenance functional areas including transportation; fleet and facility services; water, sewer, and stormwater systems; and wastewater treatment.

This person will possess strong leadership and team-building skills, demonstrate clear and concise communication skills suited for a broad range of audiences, have the ability to be sensitive to political and inter-personal dynamics, and show enthusiasm for quality work, pride of ownership, and process improvement.

## COMPENSATION & BENEFITS

- **\$119,304 - \$149,616 DOQ (2022)**  
**2023 salary increase to be determined.**
- Medical, dental, and vision insurance.
- Life and long-term disability insurance.
- Washington PERS.
- Deferred Compensation with employer match.
- Optional pre-tax programs including FSA and AFLAC.
- Optional guaranteed education tuition.
- Employee Assistance Program
- Commute trip reduction incentive.
- Wellness program.
- Vacation from 8 – 15.33 hours per month. Increases with longevity.
- Vacation bank upon hire and accrual rate commensurate with experience may be offered.
- Sick leave at 8 hours per month.
- 12 paid holidays, plus 1 floating holiday.
- 48 hours per year of exempt leave.

To view the detailed benefits provided, please view the attachment found [here](#).



CITY OF  
BAINBRIDGE ISLAND

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

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

The City of Bainbridge Island is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 20, 2022**. This position is open until filled. Applications will be reviewed as submitted. 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 Bainbridge Island, WA – Public Works Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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

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