



**City of Clatskanie,
Oregon**

PUBLIC WORKS DIRECTOR

\$103,656 - \$120,000

Apply by
April 11, 2025
(First Review, Open Until Filled.)

***P*ROTHMAN**



THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria, Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years. The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the city manager, finance director, senior clerk, and a general clerk, and Public Works, comprised of the public works director, water treatment plant operator, wastewater treatment plant operator, public works foreman, and two utility workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

THE DEPARTMENT

The Public Works Department is responsible for the operation and maintenance of the City's water, sewer, and street and storm drainage systems. The main duties of the department include the repair and replacement of street signs, pavement repair, repair and replacement of water mains, service lines, and water meters, cleaning and repair of catch basins and manholes, pothole repair, treatment of drinking water, and treatment of wastewater. The Public Works Department operates on a 2024-25 budget of over 2.5 million with 6 FTEs including the public works director, foreman, two utility workers, water treatment plant operator, and wastewater treatment plant operator.



THE POSITION

Under the direction of the City Manager, the Public Works Director manages the on-going operations of the Public Works Department that include water treatment and distribution systems, wastewater treatment and collection systems, and city street maintenance.

This position provides project management duties for capital projects of the City, provides engineering design and expertise, and prepares plans and specifications as required for contract work. The Public Works Director supervises department employees, and assesses and provides strategic plans to meet future departmental and community infrastructure needs. This position is considered "at-will."

For a full job description, please view the attachment found [here](#).



DEPARTMENT PRIORITIES

Construction of a new wastewater treatment plant: The existing wastewater treatment plant was constructed in 1978. Although it still provides effective treatment, it does not have redundancies. When issues occur in any of the processes, some of the treatment features are taken offline to resolve the problem. This has led to occasional violations with the city's operating permit. The design for the new plant is almost 100% complete and is currently in review by the Oregon Department of Environmental Quality. It is anticipated that the initial phases of project construction will begin in spring or early summer of 2025.



Developing the Capital Improvement Projects list for fiscal year 2024/2025: Every year the Public Works Department budgets approximately \$205,000 for various improvements and major infrastructure replacement projects. The funds for these projects are occasionally supplemented with grant money, especially for street work. The Public Works Director collaborates with the foreman and the crew to develop a prioritized list of projects, presenting them to the City Manager and eventually the City Council for approval. Budget hearings typically start in May each year, and bid packages are typically prepared by the Public Works Director when contract work is required.

Re-engage with other local public agencies throughout Columbia County: There are state and county agencies that the City has good working relationships with. This would include but not be limited to Columbia County Public Works, Oregon Department of Transportation District Office, Clatskanie Public Utility District, Clatskanie Rural Fire Protection District, Clatskanie Park and Recreation District, and the Clatskanie School District. The City works together with these agencies, often leaning on each other during extreme weather events or situations where certain expertise is required to help solve problems.

EDUCATION & EXPERIENCE

- A bachelor's degree in public administration, civil engineering, or an equivalent field. Substantial work experience may be considered in lieu of a degree.
- Four (4) years of experience in a public agency in the same or similar field.
- A valid Oregon Driver's License.
- The successful candidate must pass a reference check, criminal background screening, and pre-employment drug screening.
- Knowledge of practices related to road construction and maintenance, sewer system distribution, and water system distribution.
- Ability to use Microsoft office products Word, Excel, Outlook, and PowerPoint.
- While not required, the ideal candidate will have a bachelor's degree in civil engineering, be registered as a Professional Engineer, or have the ability to become registered within six (6) months of employment.

**To learn more about the
City of Clatskanie, please visit:**

www.cityofclatskanie.com

COMPENSATION & BENEFITS

- **\$103,656 - \$120,000 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- Fifteen (15) days of Vacation per year. (Accrued at 10 hours per month)
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.
- Limited option of specific work items which may be done from home. To be discussed and negotiated.



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 11, 2025** (applications reviewed as submitted, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Clatskanie, OR – Public Works Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. 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.

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www.prothman.com

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