

**CITY OF COLVILLE  
JOB DESCRIPTION  
PUBLIC WORKS DEPARTMENT**

**JOB TITLE:** Public Works Director

**REPORTS TO:** Mayor

**FLSA STATUS:** Exempt

**GENERAL DESCRIPTION:**

This management position plans, organizes and directs the functions of the Public Works Department. The Public Works Director establishes departmental policies and oversees the planning, installation, inspection, maintenance and operation of the City's water and sewer system and assures compliance with related water and sewer facilities for City, State and Federal laws. This position is also responsible to plan, organize and direct the operation and maintenance, planning and design of all Municipal projects including storm drain, streets, utilities and structures. This position administers the Solid Waste program and contract and coordinates closely with other city departments.

**SUPERVISES:** Water Supervisor, Street Supervisor, WWTP Operator III - Operator in Charge, Municipal Services Technician, Municipal Services Administrative Assistant, Secretary/Receptionist.

**Administrative Management**

- Evaluates the City's infrastructure needs and develops short and long range plans with cost estimates and proposed funding sources.
- Provide staff input into the biennial budget process.
- Responsible to track and keep within budget approved by the City Council.
- Prepares and manages the Public Works budget and program of work including Water, Sewer, Street, Storm, Engineering and Sanitation.
- Reviews policies and plans for annexation projects with the Building & Planning Department and Technical Review Committee.
- Approves water service connections and prepares initial billings. Resolves customer requests and complaints.
- Makes presentations to various community/school/governmental groups and responds to public inquiries on issues related to Public Works to assure public awareness and customer satisfaction.
- Assists contractors and developers with design and installation criteria on private Municipal projects.
- Administer the City's contract for Solid Waste Collection and Disposal Services and is responsible for the City's solid waste budget.
- Prepares and/or coordinates the preparation of grant applications and oversees successful grants.
- Serves as contract manager for all City Public Works construction and professional service contracts.

### **Project Management**

- Supervises and coordinates all aspects of project management for all Municipal projects including contract preparation, quality control, and administration.
- Oversees and reviews professional consultant work. Overall responsibility to insure a project is successful.
- Designs small and non-complex projects and prepares contract documents, bid specifications and engineering estimates for infrastructure projects.
- Recommends to council award of contracts, payment request, and final acceptance.
- Assist with the management of project budgets and coordinates with the Deputy Clerk/Grant Specialist in grant loan administration and reimbursements.

### **Systems and Safety Management**

- Supervises construction, installation and maintenance projects to assure the safe, reliable, efficient operation of the City's Water/Sewer pumps, purification, and processing system.
- Performs information research and field studies in support of engineering, consulting firms, and governmental agencies.
- Reviews construction drawings and coordinates with City staff on planning design, inspection, and completion of all Municipal projects.
- Maintains blueprint/document files on all active projects and an inventory of all departmental materials and supplies.
- Insures a safe and healthy working environment for department employees meeting requirement of the Safety and Accident Prevention Plan (SAPP).

### **Supervisory Management**

- Recommends employees for permanent and part-time positions, assigns work schedules, oversees and evaluates the performance of all Department personnel.
- Performs job evaluations on an annual basis or employees directly supervised.
- Provides training opportunities, recommends discipline and resolves personnel problems.
- Approves timesheets, authorizes overtime, compensatory time, vacations, and other time off and assures a safe working environment.
- Manages the functions of the Engineering staff. Analyzes problems and assists with the development of solutions. Establishes and maintains effective working relationships with staff, elected officials, other government official and agencies, and the general public.
- Identifies and provides personal protective equipment and safety training for employees.

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Extensive knowledge of principles, problems and process in planning and financing public programs and projects in Public Works.

- Ability to establish and maintain effective working relationships both within City departments, other government entities and the public.
- Ability to communicate effectively both orally and in writing.
- Familiarity with all aspects of budgeting including preparation, monitoring and compliance.
- Ability to read, analyze and interpret financial reports, construction plans and specifications and legal documents.
- Ability to analyze complex problems and developing and implementing sound solutions.
- Ability to coordinate with consultants to research and write clear, concise reports and communications.
- Knowledge of safe construction and infrastructure project operational requirements as required by OSHA/WISHA and life safety rules.
- Ability to use a variety of computer software applications including word processing, spreadsheets, GIS, and Auto-Cad.
- Demonstrated knowledge in Public Works estimating and contract preparation and Public Works contract administration.

### **Other Duties**

- Member of the TRC (Technical Review Committee), Solids Waste Advisory Committee, Transportation Advisory Committee and the Watershed Planning Committee.
- Oversees maintenance checks, monitors and records water levels at City wells, reservoirs, and pumping sites.
- Oversees operation, maintenance and repairs of chlorination facilities and troubleshoots electrical and telemetry problems at the wells.
- Manages small works roster, attends all City Council meetings as needed including briefing sheet preparation and presentation.
- Prepares the 6 Year Transportation Improvement Plan.
- Maintains and updates in a timely manner the City's Water System Plan, Wastewater Treatment Plan and Storm Drain Plan.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree in a related field and a minimum of 5-8 years progressively responsible experience, including program and project management experience, or any combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Five years of experience in supervision of personnel including hiring, evaluation, discipline, and discharge.
- Extensive knowledge of principles and problems involved in the planning and financing of public programs and projects.

- Extensive experience on managing personnel, familiarity and personnel law, and be able to demonstrate a successful working relationship in managing all aspects of an existing organization.
- Any combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**CERTIFICATIONS/LICENSES:**

- Valid Washington State Motor Vehicle Operator’s License and a driving record free from serious or frequent traffic violations.
- Current Professional Engineer’s License is preferred but not required.

*Within first year:*

- First-Aid/CPR Certificate

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to walk, use hands and fingers to handle or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl, and talk and be able to hear. Occasionally required to climb or balance, twist or lift.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee is occasionally exposed to toxic and/or caustic chemicals, fumes, and/or airborne particles and unseen hazards such as blood borne pathogens. Must be available outside regular working hours. Frequently responds during late night hours to emergencies and is subject to stressful situations and time restraints. Occasional attendance at City Council meetings required.

Employee must be able to work in confined spaces, such as sewer manholes or meter vaults, where workers are required to operate and maintain safety equipment for monitoring oxygen and hazardous gases. Work is regularly performed in potentially hazardous locations such as ditches, manholes, and in streets with heavy traffic. Employee occasionally works near moving mechanical parts and in adverse weather conditions.

The noise level in the work environment is moderate with occasional exposure to loud noises.

**SALARY GRADE:** AP17

Reviewed by:



Louis F. Janke, Mayor

3/1/2017

Date



Holly Pannell, CMC, PFO  
City Clerk/ Human Resources Manager

3/1/2017

Date

Approved by Council

02-28-2017

Date

