



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

3.6.24

Agenda Item:

Operations Manager- Public Works Job Description

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of a new job description for the position of Operations Manager in the Public Works Department.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve new job description for the position of Operations Manager in the Public Works Department.

Background of Issue:

This position has existed within Public Works in the past and has gone unhired. This job description has been rewritten to specify the needs and demands of the Public Works Department.

Explanation of Issue:

Public Works has lost several staff positions since the departure of the previous Operations Manager as well as the hire of the Public Works Director from within. This description has been completely rewritten with the growth and change within the department in mind.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

The adopted 2024 budget accounts for a salary at Range 43, Step 1 (\$6,025.39 monthly).

DEI & Stakeholder Analysis:

The description states that The City of White Salmon is an equal opportunity employer. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. Our goal is to hire the candidate who is best able to meet the performance objectives of the role. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. The city will target a variety of distribution channels to advertise this position in an effort to reach a diverse group of applicants.

Policy & Plan Implications:

No direct policy or plan implications, this position was written to further the City-wide initiative to keep department specific work within that department. Hiring this position will assist in PW being able to accomplish those goals.

Recommendation of Staff/Committee:

Staff recommends approval of a new job description for the position of Operations Manager in the Public Works Department.



City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.

CITY OF WHITE SALMON

POSITION DESCRIPTION

Position:	Operations Manager
Department:	Public Works
Reports To:	Public Works Director
Council Approval:	TBD
FLSA Status:	Exempt
Salary Range:	Range 43, Step 1-5, Range (DOE) \$6,025.39-\$6781.63 Monthly

DISCRIPTION OF POSITION:

The City of White Salmon is looking to hire a qualified candidate for the position of Engineering and Operations Assistant as part of its Public Works team. This is a salaried managerial position.

This is a two-part position that will require the appropriate candidate to be a self-starter and enjoy continual learning.

The candidate will work under the supervision of the Public Works Director as part of the Public Works team.

Examples of standard Public Works' facilities and associated responsibilities include:

- Operate and maintain water distribution both inside and outside the city limits
- Monitor, operate, maintain and troubleshoot a slow sand treatment plant, two wells, several booster pump stations, wastewater lift stations as well as a Supervisory Control and Data Acquisition (SCADA) system
- Assess and maintain wastewater and stormwater collection systems
- Assess and maintain city owned streets, sidewalks, and public rights-of-way
- Review, maintain, and upgrade city park amenities

ESSENTIAL FUNCTIONS:

- In coordination with the Director, provide notification of outages to the crew, city administration staff, businesses, and the public as needed
- Assist Director in developing and managing the Department budget
- Funding acquisition including grant research, writing, submitting, and management
- Coordinate with Director and City Clerk regarding Public Records Requests as they specifically relate to Public Works

- Administer Geographic Information System (GIS) as well as Asset Management/Work Order System
- Build and maintain professional relationships with Washington State Department of Health, Washington State Department of Transportation and the Washington State Department of Ecology, including reporting requirements
- Assist the Director with building plan review and land use development review from an infrastructure viewpoint
- Assist Director with the administration of the City Operations Committee and other standing committees as needed
- Represent the Public Works director and department at city council meetings and the city administrator's management team meetings in director's absence
- Special assignments as requested
- Ordering for all Public Works supplies and equipment as needed
- Coordinate with city planners, engineers, and others regarding review of building plans as directed
- Emergency Response
- Provide a high level of customer service to downtown businesses and customers

EDUCATION AND EXPERIENCE:

Minimum experience, education, or training which provides the level of knowledge, skill, and ability equivalent to:

- High school graduation or GED.
- 2 years college-level coursework or continuing education.
- Minimum of five (5) years of Public Works or related construction experience within areas of responsibility, administrative, supervisory, or management experience

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Possession of a valid driver's license (Class B preferred).
- Possession of 2 or more Washington State Department of Health Water and or Wastewater Certifications or the ability to obtain within six (6) months
- Possess a Washington State Flaggers Certification or the ability to obtain within six (6) months

- Ability to learn and explain safety standards, practices, and procedures to Public Works crew relating to all facets of operations and maintenance
- Equipment and product purchasing
- The ability to research and explain state and local municipal codes to ensure compliance
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- Communicate clearly and courteously with the public, co-workers, and city personnel
- Work as a team member and resolve conflicts fairly and effectively
- Adapt to changing job requirements
- May be required to push, pull, lift, shovel, and/or carry light, moderate or heavy loads
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms

WORK ENVIRONMENT AND EQUIPMENT USED:

Work is performed outdoors and indoors in an office setting.

Work outdoors may be performed in inclement weather at dirty, wet, noisy, or cramped work sites and may be in hazardous areas including climbing on, under and around building structures, equipment and potentially dangerous tools, steep terrain and confined spaces.

Equipment used includes motor vehicles and heavy equipment, digital camera equipment, laptop, tablet, copier, telephone, computer, copy machine, and other commonly used office equipment.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed.

Employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this Job description.

Signature

Date

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