



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 TITLE: Public Works Director  
DEPARTMENT: Public Works  
REPORTS TO: City Administrator  
EFFECTIVE DATE: January 1, 2023  
FLSA STATUS: Exempt  
SALARY STEP: Range 53-56 / Step 1-10 (Depending on Qualifications)  
(Based on the 2023 Salary Matrix: \$89,426.25-\$125,652.72)  
DATE ADOPTED: December 21, 2022

### **PURPOSE OF POSITION:**

Plans, directs, and over sees operations of the Public Works Department.

Performs professional and managerial work requiring knowledge of operating and maintaining infrastructure systems, construction administration, engineering, project management, maintenance operations, and all corresponding aspects there-of.

Oversees department programs and services including design and construction of public improvements, engineering, systems development charges, and the operation, maintenance and service delivery associated with roadways, sidewalks, public rights-of-way, water services and wastewater collection systems.

Coordinates with the Planning Director on planning and development of public facilities and infrastructure in accordance with City Development Code and review of building permits, land use decisions, and required reports, studies, and plans.

Responsible for integrating all City processes and procedures provided by the City for its citizens as they relate to Public Works.

### **ESSENTIAL JOB FUNCTIONS AND REQUIRED ABILITIES & KNOWLEDGE:**

- Manages and oversees the Public Works Department in a manner that promotes and encourages team building and good communication. Identifies those that are not team players and takes corrective action.
- Plans and executes goals, policies, and priorities for the Public Works Department, as well as troubleshoots for problems relating to feasibility and proposes well thought out, viable solutions. Participates in the development of short- and long-range objectives with City Administration.
- Develops, or oversees the development of, and reviews infrastructure master plans, policy, and project proposals. Presents reports and emerging or sensitive issues to the City Administrator and City Council.



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- Assigns work activities and projects to the Public Works staff. Monitors productivity and reviews and evaluates work procedures to ensure timely and cost-effective project results.
- Directs and may perform construction management over large and complicated projects, to include directing and/or performing project planning and design, developing, and administering project terms and conditions, and evaluating contract compliance.
- Primary for the development of the Public Works initial budget during budget season. Administers approved budgets. Forecasts additional funds needed for staffing, equipment, materials, and supplies.
- Prepares and/or directs preparation of a wide variety of briefs and reports related to both the department and the City's public works infrastructure.
- Monitors and inspects progress of projects in the field, through project briefs, email, comprehensive reports, interaction with foreman and crew and the review of completed work orders.
- Evaluates the level of service provided by the department as a basis for making improvements to productivity and cost effectiveness. Evaluates work procedures, staffing, equipment, project scheduling, productivity and labor costs as guides to improving work practices.
- Directs and oversees public information for the department. Prepares communications about project status, snow and inclement weather, water quality reports, and other informational needs. Presents department reports to the City Council on a monthly basis. Directs and prepares annual work plans and annual reports for the department.
- Participates with other department heads to assist the City Administrator with strategic leadership of the city.
- Requires the ability to understand, interpret, explain, and apply all policies, laws, regulations, codes, and ordinances applicable to public works construction and maintenance.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city.
- Performs other duties as assigned that support the overall objective of the position.



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## **JOB QUALIFICATION REQUIREMENTS:**

### **Mandatory Requirements:**

The position requires a bachelor's degree in civil engineering, construction management, architecture, or closely related discipline plus six (6) years or more of progressively responsible experience in public works, engineering, construction management and supervision of professional, technical, and trades staff.

### **Special Requirements/Licenses:**

Possession of or required to obtain a valid Washington driver's license within 60 days of hire. Must have a safe driving record. Certification in water operation systems.

### **SUPERVISION RECEIVED:**

Works under the direction of the City Administrator who holds the employee accountable for achieving department goals and objectives.

### **SUPERVISOR RESPONSIBILITIES:**

Supervises department staff which includes oversight and final authority for assigning and reviewing work and evaluating performance. Oversees the City's contract for engineering services and construction inspection services.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sufficient visual acuity to read letters, numbers, and detailed maps.



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### **TOOLS AND EQUIPMENT USED:**

Computer including GIS, email, word processing, data base, internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine. This position requires the use of city vehicles and equipment.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

The noise level in the work environment is usually quiet with the typical office noises and interruptions.

This description covers the most significant essential duties performed but does not include other occasional work which may be similar, related to, or a logical assignment to the position.

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. Employees 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 position description.**

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Signature

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Date

**The City of White Salmon is an equal opportunity employer and provider.**

*Studies have shown that people of color, veterans, and women are less likely to apply for jobs unless they believe they can perform every job description task. Our talent acquisition goals include hiring 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. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*