

# Public Works Director



## ***Why join the North Plains team?***

By joining our team, the Public Works Director has the opportunity to give new strategic direction to the department and work on a large array of interesting projects and developments. Our small but talented staff of just under 25 City employees throughout five departments are proud to serve in an open, supportive, and flexible environment where we work to provide services, solutions, and outcomes that help our community to thrive. North Plains is a small, growing semi-rural city 17 miles west of Downtown Portland on the edge of Oregon's innovative Silicon Forest, and less than an hour from the Oregon Coast. With 3,500 residents and 160 businesses, our gradual and thoughtful growth over the years has helped to maintain a friendly, small-town atmosphere. Residents enjoy the benefits of a well-managed inventory of improved streets, parks, bike/pedestrian infrastructure, and water systems, as well as easy access to major employers, recreation, entertainment, and nature. The City is investing in our municipal infrastructure with a goal of becoming a complete community, and the right Public Works Director will be essential in helping the City achieve this goal. We have a tight-knit and supportive office culture, an employee friendly PTO policy, and are looking for an enthusiastic and innovative individual to be part of our team.





<b>ORGANIZATION:</b>	City of North Plains	<b>SALARY RANGE:</b>
<b>DEPARTMENT:</b>	Public Works	\$97,660 - \$120,109
<b>JOB TITLE:</b>	Public Works Director	
<b>POSITION TYPE:</b>	Full Time, Exempt	<b>Application Deadline:</b> Open Until Filled

**JOB DESCRIPTION:**

Under direction of the City Manager, administer, plan, schedule, assign and supervise the activities of public works personnel. Ensure the overall functioning and performance of the streets, parks, traffic control systems, equipment and building maintenance, water testing and distribution, and storm drain maintenance for the city. Serve as a member of the Human Resources Administration Team and Emergency Management Team.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives administrative direction from the City Manager and is part of the Executive Team of the City.
- Exercises general direction and supervision over public works crew and some administrative support staff.
- In tandem with City Manager, provides direction to contracted City Engineer.
- Makes decisions regarding hiring, discipline, promotion, grievances, and discharge of all public works employee's actions after conferring with City Manager as needed
- Creates weekly schedules for public works personnel
- Assigns, supervises, and reviews work of construction, operation, repair, maintenance, and/or replacement of materials or equipment
- Performs annual performance evaluations on public works personnel
- Prepares and updates job descriptions as needed
- Ensure public works personnel has required training and continued education credits (CEU's) necessary to maintain their certifications to perform their duties sufficiently
- Educates public works personnel on occupational hazards and safety precautions; ensures personnel has, and are utilizing, required safety equipment while performing all functions
- Administers vacation and training schedules for public works personnel

### **ESSENTIAL JOB FUNCTIONS (Illustrative Only):**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Direct the activities of department personnel, conducting various supervisory activities and effectively recommending hiring, disciplinary and termination actions. Assign, supervise and evaluate work of subordinate positions within the Department. Hear grievances and administer disciplinary action. Ensure provision of adequate training within department. Coordination with utility billing and finance team for proper project accounting.
- Coordinate inspections for water, streets and parks construction and maintenance, including cross connection and back flow control devices.
- Manage public works projects, which may include: design, developing scope of work, bid specifications, and budget; purchasing of materials; work site inspection; coordinating with consultants and/or other governmental bodies: and, recommending necessary actions to the City Manager and City Council.
- Evaluate, develop and implement goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long-range plans for department-related services to the community. Develop Capital Improvement Plan for public facilities. Prepare various reports, including Oregon Health Authority drinking water reports, and maintain departmental records and files.
- Work with City Manager and Finance Director to prepare and present initial budget requests. Monitor and approve expenditures for compliance with approved budget. Review budget requests and purchase orders within the department.
- Receive and resolve citizen complaints and concerns regarding public works functions and personnel. Respond to emergency calls, including "after-hours" responses when necessary. Meet with consultants, contractors, City staff and related State/Federal agencies as necessary.
- Perform initial building and construction plan review for infrastructure improvements, development, construction, right-of-way, sign, and fence plans.
- Attend City Council and various other meetings (Parks & Rec, and occasionally Planning Commission), providing input and receiving direction or other information. Prepare reports for information and/or action by Council.
- Job-share with the other Department heads in the position of Human Resources Director. The responsibilities of Human Resources Director are shared jointly by all city Department Heads, who are members of the administration team. The team performs all needed aspects of Human Resources for the city. Specific duties on the administration team are assigned by the City Manager.
- Follow all safety rules and procedures for work areas, maintain in a clean and orderly manner.
- Participate in operations and maintenance activities of the department as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Attend/participate in all required city trainings.

### **On-Call rotation**

- Oversee on-call scheduling among public works crew.
- Emergency service call-out during natural disasters, when needed. May involve floods, snow removal, or emergency repairs to streets, parks, water system and water facilities, and other locations in all weather conditions with proximity to traffic, heavy operating equipment, and other hazards.

## **MINIMUM QUALIFICATION:**

### **Education and Experience/Special Requirements & Licenses**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Desired: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental sciences, or public administration. Five or more years of progressively responsible experience in public works related operations with at least two years in a supervisory and administrative capacity in a related field, or additional experience and education enabling the candidate to perform the essential functions of the position.

### **Desirable Licenses and Certifications**

Possession of Water Distribution Level II, back flow, and cross connection control certificates. Possession of appropriate FEMA Emergency Management Institute certifications. Commercial Driver's License.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **Knowledge of:**

- Management and personnel resources
- All aspects of public works duties in North Plains, including water systems, street systems, parks and trails, capital project management
- Government accounting and budgeting practices
- Oregon Health Authority drinking water rules and regulations, as well as OSHA, EPA, FEMA, and OSHA regulations
- Best practices for maintenance schedules of equipment, facilities, and other public property
- Capital improvement planning
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the function of the assigned area.
- Applicable Federal, State, and local laws, codes, and regulations.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Skills and Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is a mix of office work and field work/inspections, as situations allow. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification stand, walk, bend, stoop, kneel, reach, push, and pull

drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

The City has a Remote Work Policy (RWP) and some flexibility in working condition is allowed.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Subject to distractions, phone interruptions, and heavy customer contact.

The City of North Plains is an Equal Opportunity Employer that values workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multi-cultural society.

Those speaking a second language other than English highly encouraged to apply.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **To apply please submit:**

- City of North Plains application for employment. Visit [www.northplains.org/hr/page/employment-application](http://www.northplains.org/hr/page/employment-application)
- Current resume
- Cover letter

**Updated description:** 2/1/2022