TOWN OF TWISP
PUBLIC WORKS SUPERINTENDENT

We are seeking candidates for our Public Works Superintendent position. Candidates should have experience with: water distribution and wastewater treatment operations (will be expected to have or obtain within 24 months WWTP operator certification Group 2 and Water Distribution Manager 2). Must be able to read and interpret complex state regulations and prepare all required reports, understand road maintenance strategies in high snowfall area, as well as have strong written, computer, budgeting and verbal communication skills. This position supervises 3 employees and is responsible for all public works operations of the Town of Twisp; it is a working supervisor position. Current pay range is $21.00 to $32.00 per hour depending on experience. Must complete our application, supplement, and resume. An application packet can be obtained by: calling Town Hall at (509) 997-4081 or by emailing: clerk treasurer@townoftwisp.com
CLASSIFICATION DESCRIPTION
PUBLIC WORKS SUPERINTENDENT

Pay Range 2014: $21.00 to $32.00/hour

SUMMARY:
Will plan, organize, and direct the activities of the public works department including water treatment, wastewater treatment, water distribution, wastewater collections, streets, public swimming pool, storm drainage, parks, vehicle maintenance and building maintenance; does related work as required. Position is a working supervisor and needs to be capable of performing departmental tasks when necessary. Must compile necessary information for grant applications and submittals and manages budget and construction performance of such grants for assigned projects.

SUPERVISOR:
Mayor

WORK ENVIRONMENT:
Work is generally performed in a truck or other vehicle or on foot. Incumbents are exposed to inclement weather conditions, uneven terrain and potentially dangerous situations requiring the use of many hand tools, noisy power tools, road snow clearing machines, vehicles and materials, including potential biological and chemical hazards. Climbing into confined spaces underground and on ladders is required and may require significant physical agility; will work occasionally around high voltage industrial wiring.

SUPERVISION EXERCISED:
General Description: Position is responsible to the Mayor for operations of the public works department, including all public facilities, water and wastewater treatment plant and systems, water distribution, wastewater collection systems, storm drainage, streets and parks. Currently supervision is exercised over 3 full-time employees, the water and wastewater treatment plant operators/public works maintenance workers, and one part-time worker. Prepares scheduled employee evaluations, recommends compensation changes, disciplinary actions, termination actions (when appropriate) and works with the Mayor on department hiring actions.

ESSENTIAL FUNCTIONS:
1. Provides supervision of all public works operations and determines departmental priorities and schedules maintenance and in-house construction projects.

2. Provides supervision for Wastewater treatment operations and maintenance (Requires WWTP Group 2 Certification).

3. Provides supervision for water production and distribution operations

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maintenance. (Requires Water Distribution Manager 2 Certification)

4. Responsible for maintaining water resources, water treatment systems and water distribution systems in compliance with all laws.

5. Responsible for managing and maintaining wastewater treatment systems and wastewater collection systems in compliance with all laws.

6. Responsible for maintaining public buildings, parks, streets (must be able to assess and patch roadways effectively), and street right-of-way’s.

7. Responsible for submitting written and oral reports to the Mayor and Town Council.

8. Responsible for submitting reports to regulatory agencies as required and maintaining daily and monthly records and files including, but not limited to: 6-year transportation improvement program and other road reports; wastewater collection and treatment reports; water quality reports; water efficiency and other required water reports; and all federal and state reports required for public works operations of the Town.

9. Attend Town Council meetings and various other meetings as required.

10. Plan, develop and manage appropriate departmental operating budgets and capital improvement budgets, maintaining budgetary control and accountability for expenditures.

11. Responsible for purchase of equipment, supplies and services relating to public works following proper procurement methods to comply with State law and Town policies.

12. Supervise and inspect all work performed within the public right-of-way and easements and on private property in conjunction with Town-approved projects.

13. Have a working knowledge of public works projects State laws and coordinate with contractors and engineers to help complete projects on time and in budget.

14. Conducts performance evaluations of public works employees, interviews employment candidates and recommends hiring and disciplinary actions.

14. Public Works Superintendent is a working manager, and is expected to work with, and lead the employees in the performance of their duties including operating all

Revised: 07/31/14
Town equipment.

15. Superintendent will be required to manage Town response to after hours call outs and to emergencies and respond when his/her services are required. May require emergency work around high voltage industrial wiring.

16. Must be able to manage projects that require bidding, working with contractors, engineers and other agencies at one time.

**QUALIFICATIONS:**

**Education and Experience:**
High school diploma or equivalency plus minimum of two years of college in a related field are required. It may be possible to substitute any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

Five years of increasingly responsible public works experience and training including at least two years of supervisory responsibility or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

**Licensing and Certifications:**

The following Washington certifications shall be maintained or obtained within 24 months of employment date. Preference may be given to candidates possessing these:

- Wastewater Treatment Plan Group 2 Certification
- Water Distribution Manager I

- Possession of a valid Washington State Driver's License with a driving record free of serious or frequent violations is an essential requirement of the position.
- CDL Class A – Preferable but not required

**Knowledge, Skills, and Abilities:**

- Must demonstrate knowledge of Local, State and Federal mandates governing local government water and wastewater regulations and public works projects.

- Must possess knowledge of principles and practices, methods, materials and equipment used in the construction and maintenance of water treatment and distribution, wastewater treatment and collections, streets, storm drainage, parks and building maintenance.

Revised: 07/31/14
• Must demonstrate experience and knowledge of principles of supervision and personnel practices; public works safety procedures; budget planning and preparation; and public risk management.

• Effectively and efficiently operate a variety of equipment ranging from hand tools to large motorized machinery and vehicles such as backhoe, sewer jet, snow plowing equipment, dump truck and sanders.

• Effectively coordinate the activities of a public works department.

• Communicate effectively both verbally and in writing, effectively operate computer and keyboard and computer programs to correspond, develop reports, and budgets.

• Accurately estimate material and labor costs.

• Have a working knowledge of doing projects under the Washington Public Works Project bidding process and the Small Works Roster process and ensure compliance in Town projects.

• Establish and maintain effective working relationship with all Town employees, engineers and contractors, elected officials and the general public.