



City of Wenatchee

EMPLOYMENT OPPORTUNITY

POSITION: Public Works Director

SALARY RANGE: \$7,946 - \$9750 month

TO APPLY: Submit application, resume and cover letter of introduction to:

City of Wenatchee
Human Resource Department
PO Box 519 (129 South Chelan Avenue)
Wenatchee WA 98807-0519
(509) 888-6203, fax (509) 888-6201

Incomplete application packet will not be considered.

CLOSING: Original documents must be received by
First review: 5:00 p.m., Thursday, January 14, 2016

POSITION DESCRIPTION

Function: Under the direction of and as a part of the Mayor's management team, the Public Works Director plans, organizes, and directs all activities of the Public Works Department. Public Works is an integral city department that supports and carries out the plans and vision for the City of Wenatchee in partnership with the other City departments: Administration/Finance/Human Resources, Community and Economic Development, Police, Parks Recreation and Cultural Services. This overall direction is provided by the Mayor with policy guidance from the City Council.

Examples of Duties: Responsible for the overall effectiveness of all Public Works Department programs, activities and functions in accordance within the City's Mission and Values. Organize and direct the activities of the Public Works Department in a manner that optimizes the use of financial, physical and human resources in accomplishing assigned functions and achieving objectives. Through supervisors and managers, direct and oversee utility operations, fleet/facilities maintenance, parks and street maintenance, engineering functions, and policy/program development. Responsible for departmental short and long range planning in partnership with the City team. Oversee the review process for compliance with code and contract requirements, development standards and other regulations while coordinating with Community and Economic Development. Assures efficiency through organizing the work of major

divisional groups, aligning and coordinating functions, building trust with staff, elected officials and the community. Through the use of staff or consultants, carry out projects, study major issues and trends and report to the Mayor and City Council. Coordinate Department activities with other departments, jurisdictions and agencies. Review, approve, and submit the departmental budget involving all capital expenditures, personnel, and operating costs. Attend public meetings to relate City policy; plan and implement internal policies, procedures, schedules, and other operating practices. In accordance with City personnel programs and culture, set goals for the department, identify major objectives and evaluate staff performance in meeting these criteria. With assistance from Human Resources, resolving intra- and inter-departmental conflicts manage grievances, conflicts, and other personnel matters; approve the selection and termination of the employees within the Department.

Interpersonal Contacts: The Public Works Director has contact with a variety of individuals representing public and private agencies. The Public Works Director is a spokesperson and serves as a consultant to the Mayor and City Council on matters pertaining to the City's Public Works programs. This position has daily interactions with all levels of city staff, businesses, organizations, elected officials and general public and requires the ability to build trust, maintain productive and efficient relationships, and a professional and proactive demeanor.

Supervision: Through direct reports, the Public Works Director supervises all personnel of the Public Works Department.

Accountability: The Public Works Director is accountable for the effective operation of all Public Works programs within the City.

Working Conditions: The Public Works Director directs the activities of the Public Works Department from an office located at the Public Services Center. A great deal of mobility is required for attendance at various meetings and for touring various work sites of Public Works projects throughout the City. Attendance to City Council meetings is expected. Attendance to City Advisory meetings as requested. Meetings are often in the evening. The incumbent is subject to the stress of accommodating competing demands and meeting project timelines throughout the City.

PUBLIC WORKS DIRECTOR QUALIFICATION GUIDELINES

Knowledge/Skills/Guidelines:

- Extensive knowledge related to management of public works systems and utility operations.
- Knowledge of civil engineering, design, and construction principles and practices.
- Knowledge of municipal organization and management principles.
- Knowledge of federal, state, and local regulations pertaining to public works administration.
- Knowledge of federal and state funding sources and requirements.
- Knowledge of contract development and management.
- Knowledge of the principles of effective personnel management.

- Ability to absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal, and financial consequences.
- Ability to communicate technical data and sensitive information to citizens in a clear and persuasive manner.
- Ability to speak in a public or legislative forum.
- Ability to mediate conflicts, sort out issues, and manage change in relation to overall City and Department goals and objectives.
- Ability to implement policies.
- Ability to understand, evaluate, and organize budget requests.
- Ability to establish and meet rigid timelines.
- Ability to create innovative management programs and systems in response to city and community needs.
- Ability to plan, organize, delegate responsibility, supervise, and review the work of supervisors and managers and to secure efficient results.

Experience/Education: Graduation from a four year college or university with a degree in Public Administration, Engineering, Architecture, or a closely related field; and five years of progressively responsible administration experience in the field of Public Works Administration. A licensed engineer is preferred. A Master's Degree or Professional Certification in one of the above stated fields is desirable and may be substituted for up to one year of the required experience. Must possess a valid Washington State driver's license and have a driving record acceptable to the city's insurance carrier.

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

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.