The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>PUBLIC WORKS DIRECTOR OR PUBLIC WORKS SUPERINTENDENT</th>
<th>DEPARTMENT</th>
<th>MUNICIPAL SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB GRADE:</td>
<td>(24) DIRECTOR (23) SUPERINTENDENT</td>
<td>DIVISION:</td>
<td>PUBLIC WORKS</td>
</tr>
<tr>
<td>JOB DESC #:</td>
<td>PW/1</td>
<td>REPORTS TO:</td>
<td>MUNICIPAL SERVICES DIRECTOR</td>
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<tr>
<td>FLSA:</td>
<td>EXEMPT</td>
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</tbody>
</table>

**JOB SUMMARY**

This position directs City operations of the Public Works Division through the good leadership of section managers including the Water System Manager, Wastewater System Manager, Streets and Stormwater System Manager, Fleet Manager, and Building Maintenance Manager.

**ESSENTIAL FUNCTIONS**

- Directs Public Works Division services and activities, including water, wastewater, streets, stormwater, fleet management, and building maintenance.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Prepares and oversees annual public works maintenance contracts.
- Manages industrial wastewater discharge permits.
- Ensures compliance with safety policies and procedures.
- Coordinates division activities with other City departments.
- Coordinates the work of other agencies performing work in City rights-of-way.
- Communicates with the public to provide information, provide services, and resolve problems.
- Reviews and forwards time sheets and invoices for approval.
• Performs other duties as assigned by the Municipal Services Director.

• Coordinates and oversees engineering construction projects (Director position only).

• Prepares and administers community street and utility standards updates (Director position only).

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

• Knowledge of public works management principles.

• Knowledge of personnel management principles.

• Knowledge of contract administration principles.

• Knowledge of relevant federal and state laws, City ordinances, and department policies and procedures.

• Knowledge of computers and job-related software programs.

• Skill in management and supervision.

• Skill in problem solving.

• Skill in prioritizing and planning.

• Skill in interpersonal relations.

• Skill in oral and written communication.

• Knowledge of engineering and project management principles (Director position only).

• Knowledge of business financial principles (Director position only)

**SUPERVISORY CONTROLS**

The Municipal Services Director assigns work in terms of division goals and objectives. The Municipal Services Director reviews work through conferences, reports, and observation of division activities.

**GUIDELINES**

Guidelines include the City’s municipal code, DOT standard specifications, community street and utility standards, other relevant state and federal regulations, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.
COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. The variety and number of projects contributes to the complexity of the work.

- The purpose of this position is to supervise the City’s public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other City employees, state and local government officials, elected and appointed officials, community leaders, business leaders, contractors, vendors, engineers, and the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or intermittently sitting, standing, or stooping.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water Services Manager, Wastewater Manager, Street Maintenance Manager, Building Maintenance Manager, Fleet Manager, and Administrative Assistant.

MINIMUM QUALIFICATIONS FOR SUPERINTENDENT POSITION

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Operations Management, Facilities Management, Construction Management, Business Management, Engineering, or degree related to the occupational field.

- 10+ years of experience in Operations Management, Facilities Management, Construction Management (CM/Super/Foreman), Business Management, Engineering Design/Survey, or Construction, to thoroughly understand the diverse objectives and functions of the Public Works Division in order to direct and coordinate work within the Division.

- Possession of or ability to readily obtain a valid driver’s license issued by the State of Washington for the type of vehicle or equipment operated.
MINIMUM QUALIFICATION FOR DIRECTOR POSITION

All the above Superintendent qualifications, plus the following:

- Baccalaureate in Management, Engineering, Business, or degree related to the occupational field.
- Professional License in Engineering/Surveying preferred, but not required.
- Master’s Degree in Management, Engineering, Business, or degree related to the occupation field preferred, but not required.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility; and such statements should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.