

CITY OF MATTAWA
PUBLIC WORKS DIRECTOR
JOB DESCRIPTION

Reports To: City Mayor

Exempt Employee

Major Function and Purpose:

This position is responsible for planning, organizing, directing, implementing, and controlling all activities of the Department of Public Works, including: operations and maintenance of water treatment, transmission and distribution systems; waste water treatment and collection systems; streets, roads, sewers and storm drainage facilities and the City's equipment. Supervision is received from the City Mayor. Responsibilities are characterized by the emphasis on administration duties involving the development and implementation of short and long range maintenance and operation programs, the preparation of reports, the preparation and administration of equipment and services, bid specification, the preparation and administration of the Maintenance and Operations budget, ensuring compliance with general city policies and personnel policies, and resolving the more difficult operations and maintenance problems.

Job Duties and Responsibilities:

Prepares short and long range public maintenance, operations, and construction programs for approval by the City Mayor and City Council; modifies programs, plans, schedules, directs through employees and evaluates the progress on programs and the performance of personnel in meeting program goals and objectives; conducts weekly or monthly staff meetings pertaining to the status of programs; provides managerial assistance in resolving program, performance or personnel problems.

Must be able to lift a minimum of 50 pounds and take turns being on call.

Prepares the maintenance and operations budget for review and approval; administers the annual budget as approved by the Council; administers administrative, financial, and personal policies and in the department; initiates or approves requests for the procurement of materials, services, and equipment; reviews requests for disciplinary actions and commendations prepared by department and approves or modifies requests as appropriate.

Prepares bid plans and specifications for new equipment purchases, capital facility improvement projects as directed and service contracts, and administers execution of subsequent contracts including contractor payments.

Ensures that the water and wastewater systems are operated in compliance with all state and federal regulations and prepares and monitors wastewater discharge permits and water system permits.

Educational Minimum Requirements:

Holds and maintains Waterworks Operator II license by the State of Washington.

Holds and maintains a Group II Operators license by the State of Washington.

Valid Washington State Drivers License.

UPDATES --

11/15/15 Council approved non union pay scale:

start - \$4,333 -- 6 mo - \$4,576 -- 12 mo - \$4,819 -- 24 mo - \$5,062 -- 36 mo - \$5,306

11/3/16 Council approved this position to follow the annual union pay increases