



CITY OF LA CENTER

Seeks Applicants for

Director of Public Works

TITLE:	Director of Public Works
SALARY:	\$110,000-\$125,000 DOE – Generous Benefits
DEPARTMENT:	Public Works
REPORTS TO:	Mayor
STATUS:	Exempt

To Apply: Open Until Filled. **First Review is January 14, 2022.** Send resume to humanresources@ci.lacenter.wa.us

POSITION OVERVIEW

This executive-level appointee works for and at the discretion of the Mayor of La Center. Responsible for managing the Public Works Department to include: Building and land use division, which processes building permits, execution of construction and building inspections, plan reviews, and is responsible for engineer responsibilities; the Public Works team, which includes parks management and maintenance, repair and maintenance, of streets, and stormwater collection; and the Wastewater Treatment Plant. As a member of the Senior Leadership Team, this executive is responsible for modeling the behavior and conduct, as stated in the City's Guiding Principles and City policies.

ESSENTIAL JOB FUNCTIONS

- Develop division goals to include established work plans and deliverables, adapt plans when needed, ensure staff effectively accomplish the goals and objectives.
- Prepare and monitor the department budget for each division; project budget estimates for all work plans and equipment repairs; monitor and approve expenditures consistent with adopted budgets; approve consultant and contractor payments; seek and secure alternative financial resources (grants, mutual agreements with adjacent cities)

- Manage employee's emergency response to snow and ice removal, floodwaters, other severe weather emergencies and determine what strategies to implement to mitigate the impact of damage on equipment/structures and the deployment staff.
- Interpret complex regulations and policies to include scientific documents (such as wastewater treatment and pesticides); ensure employees are informed and comply with all industry standards, requirements, and safety guidelines.
- Promote a culture that inspires and motivates employees to strive to learn, manage change as it occurs, work together collaboratively and cooperatively, and value their contributions to the community.
- Deliver exceptional customer service to internal and external customers, including elected officials, community members, local businesses, adjacent government partners, vendors, and regulatory agencies.
- Troubleshoot a wide range of problems that surface when delivering services, when organization and systems challenges arise, and employees experience miscommunications or conflicts. Implement the most plausible resolution to problems and evaluate the effectiveness of the solution implemented.
- Respond to emergency call outs for the Wastewater Treatment Plant.
- Represent the City in a wide range of meetings, i.e., meet with prospective land developers, contractors and construction crews, elected officials and members of the community, government regulators, and regional partners.
- Inform and validate that employees understand and can complete work tasks and duties safely and comply with industry safety procedures and protocol.
- Coordinate a comprehensive and documented training program delivered and maintained as mandated by Labor & Industries, other regulatory agencies, and the industry best practices.
- Respond in a helpful, courteous, and efficient manner to project-related inquiries from citizens, the Mayor and City Council, and regulatory entities.
- Hire, train, assign, and evaluate the performance of employees, and, when appropriate, implement corrective action per City Personnel Policies and the CBA.
- Present complex information that is easily understood by the audience to include elected officials, community members, and professionals in land-use and public works related fields and wastewater management.
- Attend various meetings; prepare and present reports, recommendations, and assessment processes; communicate with external and regulatory agencies regarding streets, code and building inspection/enforcement, wastewater management, permits, and engineering requirements.
Work with City Engineer in managing Capital projects related to City facilities and infrastructure.
- Exercise a high degree of independent judgment, problem-solving, and decision-making abilities relating to streets, stormwater, parks management, wastewater

treatment operations, and building and land development within the City and the region. Solve problems and make decisions absent guidelines and established procedures.

- Prepare numerous forms of written communications and reports for review of the mayor and elected officials, monthly recaps and status reports, documents required of regulatory agencies, operational procedures, project reports, and policies.
- Assess risk when evaluating land use issues, equipment functionality, employment laws and safety practices, and community response.
- Develop and maintain professional relationships with colleagues, consultants and contractors, regulatory entities, elected officials, and employees. Provide expert guidance and recommendations to employees and elected officials about public works projects, wastewater management, and building/land-use issues
- Work to maintain a work environment free of discrimination, harassment, and retaliation; strive to learn and implement diversity within the workplace.
- Understand and comply with labor relations practices; respond to grievances; and participate in negotiations of labor agreements.
- Other duties as assigned.

MINIMUM QUALIFICATIONS/DESIRED SKILLS

- Bachelor's Degree in public or business administration or a related field
- Three-four (3-4) years of progressively responsible experience managing land-use functions such as approval of building permits, review of building plans, coordination of building inspections, maintenance of streets including weather-related emergencies, oversight of set-up for parks activities and seasonal maintenance, and stormwater containment and management.
- Experience working in a small Wastewater Treatment plant or state-acknowledged Wastewater Treatment Operator certification is highly desired.
- Must possess a valid Washington State Driver's License or obtain a Driver's License within 30 days of employment. Must be insurable and maintain insurability for the duration of employment. Possession of a CDL is highly desired.
- Must be available to respond in-person or via phone during off-hours to manage a crisis or direct staff managing an emergency. Must respond within 30 minutes of learning of the emerging issue.
- Successfully pass a pre-employment investigation, including a credit check.
- Must be able to attend two evening meetings a month, travel to other entities in the county, and in some instances within Washington or Oregon to attend conferences, training, or coordinate delivery of services to the City.
- Must complete a pre-employment physical.

Working/Environment Conditions

- Ability to lift a minimum of 75lbs.
- Bend, retrieve things from ground level, retrieve items on top shelves.
- Climb ladders to access the roofs or descend to basement levels.
- Must sit for long periods, use a computer, prepare reports.
- Long periods of standing and walking on uneven ground.
- Workaround loud, noisy equipment and exposure to odious smells.
- Attend evening meetings, and on occasion, a weekend conference or meeting.
- Appropriately manage hazardous chemicals and exposure to atmospheric conditions.
- Operate both light and heavy equipment.

Benefits: The City of La Center pays 100% of all medical, dental, vision for employee and the employee's dependents. Other benefits provided by the city include \$25,000 life insurance policy and full paid long-term disability.

The employee is a member of the Washington State Department of Retirement which paid in part by the city.

Paid time off includes 13 paid holidays a year, 12 days of sick leave and vacation the first year.

Executive employees are eligible for merit performance pay in addition to the COLA increase received by unionized employees. COLA for 2022 and 2023 is 3.5%. The COLA for 2022 has been included in the annual salary reflected in the salary range incorporated in the salary above.