

The City of Warrenton, Oregon is seeking a qualified individual to serve as our Interim Public Works Director, as we recruit for a Public Works Director.

Range 34: \$7,494.34 - \$9,109.42 monthly + excellent benefits. Temporary Position under the direction of the City Manager.

The Public Works Director provides leadership, direction, and general oversight of the Public Works Department. Supervises employees responsible for City infrastructure, enterprise utilities, and transportation systems - potable water production and distribution; sewer collection and treatment; stormwater collection, transportation systems including planning, Garbage Services, purchasing, GIS; and various other related activities. Work involves community engagement and public involvement with elected officials, other policy makers, and citizens. Serves as a Department Head on the City's management team. Interacts with City Commission and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

Preferred Qualifications include:

A Bachelors degree in Civil Engineering, Business Administration, Public Administration or related discipline; and a minimum of five years professional experience, including at least three years of supervisory responsibility; or any equivalent combination of education and experience which demonstrate the knowledge, skills, and abilities to perform the above described essential functions. A State of Oregon Professional Engineer license. Demonstrated fiscal management, capital budget management, and strategic planning, experience working in a community with active citizen involvement and significant community growth. The ability to work with elected officials, advisory boards, community, and environmental groups.

In place of the above requirements, any combination of relevant education and experience which demonstrates, the knowledge, skills, and ability to perform the essential functions of the job will be considered.

To apply: Download application and full job description at www.ci.warrenton.or.us; application packet can also be obtained at City Hall, 225 S. Main Ave., Warrenton, Or 97146; (503) 861-2233.

Mail application, resume, and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to dshaw@ci.warrenton.or.us.

Application deadline for the Interim position is January 18, 2023, 5:00 p.m.

CITY OF WARRENTON CLASS SPECIFICATION

PUBLIC WORKS DIRECTOR

DEPARTMENT: Public Works
CLASSIFICATION: FLSA-Exempt
MANAGEMENT RANGE: 34

JOB SUMMARY:

Provides leadership, direction, and general oversight of the Public Works Department. Supervises employees responsible for City infrastructure, enterprise utilities, and transportation systems - potable water production and distribution; sewer collection and treatment; stormwater collection, transportation systems including planning, Garbage Services, purchasing, GIS; and various other related activities. Work involves community engagement and public involvement with elected officials, other policy makers, and citizens. Serves as a Department Head on the City's management team. Interacts with City Commission and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the City Manager. Works independently with general guidance from the City Manager to ensure coordination of objectives and priorities of the City Manager and Commission. Supervises staff, directly, or through assigned managers. Works under City policies, procedures, municipal code, and various State and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Public Works Department. Oversees the management of the day-to-day administration of the Department, including budget, capital projects, utility enterprises, on-going maintenance, infrastructure stewardship and development, personnel and labor relations, and customer service activities. Represents the City at professional and governmental organizations at the State and national levels.
2. **Strategic Planning:** Works with advisory boards, elected officials and other agencies to develop long-range plans for infrastructure development, livability, and economic well-being of the community. Oversees the preparation and update of short- and long-range strategic plans so as to ensure harmony with the City's overall plans and strategies and to comply with federal and State mandates.
3. **Policy Development:** Develops, recommends, and oversees the administration of Public Works policies and guidelines. Maintains currency of policy and practice with the organizational needs of the City and with applicable federal and State laws and City Charter.
4. **Personnel Management:** Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and team work. Directly or

Updated October 2022

through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of department employees. Provides for the training in, promotion of, and accountability for, safe work practices and working conditions for employees. Ensures compliance with labor agreements and Department policies, and State and federal laws and regulations.

5. Project Management: Oversees all public works projects for the City. Participates directly in the planning and development of significant projects such as those involving long-term implementation. Ensures these are consistent with the City's goals and objectives.
6. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of enterprise funds and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, facilities and time.
7. Senior Management Team: Provides information and advice to the City Manager and City Commission on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the City Manager.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practice of general business management and of public works administration processes and management.
- Public works issues and practices.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related City issues and stakeholders, both internal and external.
- Applicable federal, State, and local laws and regulations affecting the work of the Department.

Skills in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, and the public.
- Highly effective team-building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups
- Strong business and fiscal management skills
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Strategic planning, organizing, and time management skills.
- Written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.

- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual;
- Develop and maintain effective organizational structure, financial control, and management information systems for the public works function.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under general policy and strategic guidance.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various City and community facilities. Field visits to active construction project sites often in inclement weather, with muddy or icy conditions. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Commission and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

Experience and Training

Preferred Qualifications include:

A Bachelors degree in Civil Engineering, Business Administration, Public Administration or related discipline; and a minimum of five years professional experience, including at least three years of supervisory responsibility; or any equivalent combination of education and experience which demonstrate the knowledge, skills, and abilities to perform the above described essential functions. A State of Oregon Professional Engineer license. Demonstrated fiscal management, capital budget management, and strategic planning, experience working in a community with active citizen involvement and significant community growth. The ability to work with elected officials, advisory boards, community, and environmental groups.

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NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Oregon State driver's license and good driving record.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

Address: _____
Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

| | | | | | |
|--|---------------------------------|--------------------------------|--|---------------------------------|--------------------------------|
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever been a City of Warrenton employee? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, when? | _____ | |
| Are you now a City of Warrenton employee? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Dept. | _____ | |
| Do you have relatives employed by the City of Warrenton? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, indicate name, relationship, dept. | _____ | |
| Do you possess a valid driver's license Class: | YES <input type="checkbox"/> | NO <input type="checkbox"/> | State: | _____ | |
| | | | Endorsement: | _____ | |

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us