



PUBLIC WORKS DIRECTOR

\$102,000 - \$114,000

Plus Excellent Benefits

Apply by

July 19, 2020

First Review - Open Until Filled

PROTHMAN



WHY APPLY?



Located between the beautiful Cascade Mountain Range and the Puget Sound, Blaine is blessed with the natural beauty of nearby Mt. Baker and the San Juan Islands. Blaine enjoys the mild climate of northwest Washington and is situated along the Canadian border just 15 miles north of Bellingham, with the metropolitan attractions of Vancouver, BC, 30 minutes away and Seattle, just 100 miles south. Known for its close connection to Canada and the Vancouver metro area, Blaine offers residents an excellent school system, affordable housing, low crime, and a unique community with an abundance of natural beauty.

Blaine is a well-managed City with a good-natured, unified council, and a supportive Mayor and City Manager. With small town charm, beautiful scenery and a great organization with dedicated staff, Blaine offers an experienced public works professional an outstanding career opportunity in a great place to live!



THE COMMUNITY

Incorporated in 1890 on the shores of Drayton Harbor, the City of Blaine covers 3.3 square miles and is home to 5,000 residents. Blaine's economy is primarily driven by cross-border trade, manufacturing, and recreation and tourism centered on its historic downtown and the harbor area, which boasts a rich maritime history. Blaine is home to the third busiest U.S./Canada border crossing with millions of visitors passing through the City each year. The community has an expanding commercial and service industry focused on international trade and the movement of goods and services between the U.S. and Canada. Blaine is home to the Peace Arch monument, located in Peace Arch State Park, which symbolizes lasting peace between the U.S. and Canada. The 20-acre Park straddles the U.S./Canada border, allowing visitors the experience of strolling between countries while enjoying the park's beautiful gardens. The City has 47 acres of land and 6.7 miles of high standard trails that serve as the City's park and recreation system. Included in the park system are six parks, seven parklets, and five specialty parks for a grand total of 18 City owned and operated public park facilities.

Unique local festivals and events include the Birch Bay Polar Bear Swim, Bite of Blaine, Wings Over Water Birding Festival, the Annual Semiahmoo Bay International Sailing Regatta, the Peace Arch Park International Sculpture Exhibition, an old fashioned 4th of July festival and parade, Drayton Harbor Music Festival, Blaine Oktoberfest, and an annual Christmas Tree lighting. For sports and outdoor enthusiasts, the area offers year-round outdoor recreational opportunities include numerous hiking and biking trails, camping, skiing, sailing, bird and whale watching, lake and river sport fishing, clamming, crabbing, and more. The foothills of the Cascade Mountain Range are also just 25 miles east with easy access to the Mt. Baker wilderness and Mt. Baker Ski Area. The City is also home to one of the state's most popular resorts, the four-star rated Semiahmoo Resort & Spa. Blaine boasts the number one and number three rated golf courses in the state - Loomis Trail Golf Club and Semiahmoo Golf & Country Club.

Higher education opportunities nearby include Western Washington University, Whatcom Community College, and Bellingham Technical College, all located in Bellingham.

THE CITY

The City of Blaine utilizes the Council/Manager form of government. The City Council is comprised of 7 council members from 3 wards within the City limits, with each ward being represented by 2 council members, plus 1 member-at-large. The City provides a wide range of municipal services that include police, planning and building inspection, parks, street and transportation infrastructure, utilities, and general administrative services. The City owns and operates electric, water, wastewater, and stormwater utilities, the Blaine Public Library building, the Community Center building, Police Station, City Hall, and a cemetery. City departments include City Manager, Municipal Court, Community Development Services, Finance, Police, and Public Works. The City operates on a 2020 budget of approximately \$50.5 million and employs 63 FTEs.

THE DEPARTMENT & POSITION

The Public Works Department is responsible for the operation and maintenance of all city utilities such as water, wastewater, stormwater, and electrical services, as well as repair and maintenance of streets and public facilities. The Department provides support for civic functions and special events, and regularly participates in community enhancement projects and activities.

Operating with 27.5 FTEs on a 2020 budget of \$35.5 million in operating and capital funds, Public Works divisions include: electrical power and lighting, streets, water treatment, water storage and distribution, wastewater collection and treatment, storm water management, fleet, public facilities, parks, and cemetery.



Working under the general guidance and direction of the City Manager, the Public Works Director will plan, organize, control, and direct all activities of the Public Works Department in accordance with State and Federal Law, as well as City Code. The Director is responsible for the leadership and management of all department personnel and services, including engineering, capital programming, construction, and maintenance and operations.

The Public Works Director coordinates and performs planning, budgeting, and contractor liaison duties, and participates in the city management team, attends City Council and other designated activities and meetings, and is responsible for effective performance of department employees, management of department budget, and for the application and administration of State and Federal grants for Public Works functions. The Public Works Director is an essential figure between the public and the City's field crew, and other staff, showcasing a strong dedication to customer service accountability. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

- The next Director will take the department to the next level by maintaining a positive culture, developing an organized approach to performing development review, getting public works employees involved in project management, and using succession planning to develop employees with excellent skills and abilities into seasoned professionals.
- Implementing the City's Utility System Plans utilizing excellent financial resources will be a focus of the new Director.
- The new Public Works Director has the opportunity to update the City's Design Standard Drawings and Specifications.

IDEAL CANDIDATE

Education and Experience:

A Master of Public Administration or Business Administration, or a related field is desired, as well as six (6) years of increasingly responsible experience in a public agency or a civil engineering setting, including four (4) years of administrative and supervisory responsibility. A bachelor's degree in Civil Engineering is desirable. Candidates must possess a valid Washington State driver's license and appropriate insurance at the time of hire for work related travel, as well a driving record free of any significant moving violations. Any equivalent combination of education and experience that provide the incumbent with the necessary qualifications may be considered.

Necessary Knowledge, Skills and Abilities:

- Knowledge of organization, fiscal, personnel and supervisory practices and principles.
- Ability to supervise department employees in a manner conducive to efficient and effective performance in a union workplace environment.
- Knowledge of principles and techniques of budget development and administration of multiple enterprise funds.
- Ability to plan, implement, and evaluate a wide variety of simultaneous Public Works programs.
- Ability to communicate effectively, both orally and in writing in clear concise language, and use tact, discretion, and courtesy to gain the cooperation of and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public.
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies, and the general public. Must be adaptable to performing under stress when confronted with persons acting under stress.

- Knowledge of modern municipal engineering principals, methods, and techniques as applied to design, construction, and maintenance of public works and utility facilities and application of sound management practices to a wide variety of complex situations where decisions could have substantial impact on public safety, legal liabilities, and costs.
- Thorough knowledge of State and Federal regulations governing Public Works projects.
- Ability to determine and recommend policies and procedures, as well as maintain awareness of established ordinances and other regulations which must be followed. Errors in judgement or performance would have major impact on highly visible and costly City projects, as well as negative impact on department morale.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

COMPENSATION & BENEFITS

- **\$102,000 - \$114,000 DOQ**
- 90% Paid Medical Premium
- 100% Paid Dental, Vision, Life, Long-Term Disability, & EAP Premium
- 12 Paid Holidays (2 Personal)
- 5 Days Administrative Leave
- 26 Days Vacation (Accrued)
- 12 Days Sick Leave (Accrued)
- 4 Months' Severance Pay
- 5% Deferred Compensation
- \$150 HRA VEBA (\$50 mandatory employee contribution; \$100 City contribution)
- \$100 vehicle allowance for travel within City limits

Please visit:
www.ci.blaine.wa.us

The City of Blaine is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 19, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Blaine, WA – Public Works Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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