



# ENGINEERING SERVICES DIRECTOR/ ASSISTANT MUNICIPAL SERVICES DIRECTOR

Starting Salary Range:

**\$119,516 - \$135,241**

*Plus Excellent Benefits*

Apply by  
**June 6, 2022**  
*(open until filled)*

**PROTHMAN**



## MOSES LAKE, WASHINGTON



Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane on Highway I-90

between fields of agriculture, freshwater lakes and popular recreational destinations. The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races. Moses Lake is situated in central Washington State in an outdoor recreation mecca. Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state.

The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. The water park is open from Memorial Day through Labor Day, and the main features are the 200-foot water slides, the lazy river, the surfing simulator, the beach and bay swimming area, and sand volleyball courts.

Moses Lake is host to several festivals and other community events throughout the year, such as tournament league baseball, Moses Lake Rodeo Roundup, and the Moses Lake Spring Festival. Held over Memorial Day weekend, this festival kicks off the summer tourist season. Entertainment includes live music performances, a Kiddie Parade, a Grand Moonlight Parade, carnival-style rides and games, a car show and a basketball tournament. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.



Moses Lake's history is rooted in its place in aviation history as the city grew up around the former Larson Airforce Base which is now the Grant County International Airport. Moses Lake also has a backbone economic base in agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry.

Manufacturing and technology have become important to the local economy as several companies have moved to the area, including Aerotec, REC and Chemi-con, complementing the Boeing presence at the Port of Moses Lake/Grant County International Airport.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. The airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world.

The Moses Lake School District has ten elementary schools, three middle schools, one high school, the Real World Academy (a "maker's" high school) in development and a technical skills center, which together offer a high quality of teaching and many extra-curricular activities to its students. Moses Lake is also home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year. Recent investments in the BBCC campus and its programs make it one of the top community colleges in the state.

Moses Lake has a growing arts and culture scene fueled by Columbia Basin Allied Arts based at Big Bend Community College, the Moses Lake Museum and Arts Center, and designs on a revitalized downtown/creative district.

## THE CITY

The City of Moses Lake was incorporated in 1938. Its current population is estimated at 25,146 and it is the largest city in Grant County. Moses Lake has a council-manager form of government. Seven council members are elected by the voters and represent the entire community and the Mayor is elected by the council members. The City Manager is appointed by the City Council. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

City departments include: Administration, Finance, Community Development, Municipal Services (includes Public Works and Engineering), Parks & Recreation, Police, Fire, Human Resources, Municipal Court and Utilities (includes water, sewer, storm water, garbage and ambulance). Moses Lake's budget for 2022 is \$83,623,444 with a General Fund of \$30,949,916. The City employs 232 regular FTE's and over 200 seasonal workers. The City of Moses Lake Civic Center opened its doors in January 2012. The building includes City Administration, Finance, Utilities, and the Moses Lake Museum & Art Center. Facilities available for public use in the Civic Center are the Civic Center Auditorium, Council Chambers, and the Avenue. The Avenue is designed to provide a social gathering place for before/after meetings, events, and art shows. The Civic Center is located at the nine-acre Civic Center Park which includes an open park area, picnic tables, the WSU Grant/Adams Master Gardeners Drought-Tolerant Demonstration Garden area, the Civic Center Annex (former City Hall), the Moses Lake Public Library, and the Chamber of Commerce building.

The Moses Lake Parks & Recreation Department operates an extensive park system that features numerous recreational sites and programs. Facilities include the Surf 'n Slide Water Park, the Moses Lake Museum & Art Center, Cascade Campground, boat launches, playing fields, picnic shelters, an ice rink, a roller skating rink, a recreation center, an athletic complex, a remote control track, a skate park, and the Centennial Amphitheater. The amphitheater features a casual grassy bowl seating area and spectators enjoy the view, performances and shows with the lake serving as a beautiful backdrop.

## THE DEPARTMENT & POSITION

The Municipal Services Department governs two divisions: Public Works and Engineering. Public Works is comprised of six divisions including Building Maintenance, Equipment Rental, Stormwater, Street, Wastewater, and Water. The Engineering division includes City Engineering and Development Engineering. The Municipal Services Department operates with 74 FTEs on a 2022 budget (operating and capital) of \$36.5 million.

Under the direction of the Municipal Services Director, the Engineering Services Director/Assistant Municipal Services Director oversees the operations of the City's Engineering Services Division, including GIS. The Division coordinates design, planning, and construction of public works, parks, and public facilities infrastructure projects throughout the city. The Director ensures statutory requirements are carried out related to review of engineering within the context of the City's overall comprehensive plan. In the absence of the Municipal Services Director, this position serves as the Municipal Services Director, and in general this position assists in oversight of municipal services.

This position oversees the planning, organizing, scheduling and coordination of the funding, design, public involvement, right of way acquisition, environmental and construction phases of the City's Capital projects, and prepares technical engineering standards, guidelines, and policies and serves in a technical role on a wide range of projects in public infrastructure development, and analyzes and proposes engineering projects, programs, and plans.

For a full job description, please view the attachment found [here](#).



## CHALLENGES & OPPORTUNITIES

- 1) Support the Municipal Services Director in carrying out the work plan for the division.
- 2) Develop a functional work plan system for strategic capital improvement plan implementation.
- 3) Align staff talents to work required and manage workload assessing in house and contract-led work.
- 4) Water and Sewer comprehensive plan processes need to be carried out with the goal of developing innovative programs to supply and service Moses Lake for the long term. This will include innovative water re-use and treatment programs to extend the life of facilities.
- 5) Compliment the leadership team supporting the vision and goals of the City through the work of the division.

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in civil engineering or a related field, and five (5) years of experience in a local government, public sector position requiring engineering management of numerous programs and projects or equivalent. Registration as a Profession Engineer in the State of Washington is preferred. Candidates should have experience leading teams with a mix of professional, engineering, private development, technical, labor/trades, and clerical staff is desired. Being adept at adopting new technologies is a plus. Candidates must have possession of, or the ability to obtain, a valid Washington driver's license by time of hire. Any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties will be considered.

### Necessary Knowledge, Skills & Abilities:

- Extensive knowledge of management of public infrastructure systems; planning, monitoring, and evaluating engineering, construction, and maintenance projects.
- Knowledge of civil engineering, design, and construction principles and practices.
- Knowledge of analysis and calculations relating to the design, construction, and maintenance of a complete range of municipal infrastructure and facilities.
- Knowledge of organizational, fiscal, supervision, and personnel management in the public sector.
- Knowledge of federal, state, and local regulations related to engineering and public works administration.
- Ability to plan, implement, and evaluate a wide variety of public works programs such as transportation plans and Capital improvement plans.
- Ability to communicate technical information effectively and respectfully to non-technical audiences, both orally and in writing.
- Ability to foster a positive and productive work environment, take corrective actions as needed, recognize work excellence, and build effective teams.

## COMPENSATION & BENEFITS

- **Starting Salary Range: \$119,516 - \$135,241**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Plan
- Employee Assistance Program

The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 6, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "City of Moses Lake, WA – Engineering Services Director/Assistant Municipal Services Director" and click "Apply Online" or click [here](#).



[www.prothman.com](http://www.prothman.com)

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