



City of Clatskanie Public Works Director

Job Description

Job Title: Public Works Director
Department: Public Works

Class: FLSA Exempt
Date: January 22, 2024

JOB SUMMARY:

Under the direction of the City Manager, the Public Works Director manages the on-going operations of the Public Works Department that include water treatment and distribution systems, wastewater treatment and collection systems, and city street maintenance. Provides project management duties for capital projects of the City; provides engineering design and expertise, and prepares plan and specifications as required for contract work. Supervises department employees, and assesses and provides strategic plans to meet future departmental and community infrastructure needs. The position is considered “at-will,” and subject to the supervision of the City Manager.

ESSENTIAL JOB FUNCTIONS:

The Public Works Director’s essential job functions include the following:

- Plans, directs, and manages all operations of the Public Works Department to provide cost-efficient and effective public services to the community.
- Facility maintenance and management of City owned buildings.
- Prepares the annual Public Works budget, monitors the financial status of operations, and recommends budget adjustments when appropriate to ensure expenditures do not exceed anticipated revenues.
- Reviews development plans and building permits for public services adequacy and conformance with development standards.
- Establishes and maintains effective working relationships with other jurisdictions, including agencies at the local, state, and federal levels.
- Reviews and assists city hall with staff land use applications for conformance with the Municipal Code and other planning criteria.
- Prepares staff reports for presentation to the Planning Commission as needed regarding current planning applications for land use and limited land use decisions.
- Determines the completeness of applications submitted and advises applicants on the proper procedures to correct or complete applications, as needed.
- Establishes and maintains positive public relations and helps to resolve issues of public concern.
- Maintains productive working relationships with all other city employees, the City Manager, and the City Council, and provides effective leadership with subordinate employees.
- Supervises and evaluates employee performance.
- Makes sound and independent decisions within his/her authority in a timely manner.



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- Abides by City ordinances, policies, rules, procedures, and regulations.
- Communicates effectively, both orally and in writing.
- Works effectively with the media, and the general public.
- Performs any other duties as may be directed by the City Manager.

AUXILIARY JOB FUNCTIONS:

May perform specialized duties depending upon individual background and abilities; maintains job proficiency by attending training conferences and meetings, reading materials relating to the profession, and meeting with others in areas of responsibility; and maintains work areas in a clean and orderly manner.

MINIMUM QUALIFICATIONS:

Education: B.S. in Public Administration, Civil Engineering, or equivalent field. Substantial work experience may be considered in lieu of a degree.

Licenses: Posses and maintain a valid Oregon Driver's license required.

Experience: 4 years of experience in a public agency in the related field; 2 years supervisory experience.

Knowledge: knowledge of practices related to road construction and storm sewer construction and maintenance, sanitary sewer treatment and collection systems, and water treatment and distribution systems.

Skills: Ability to use Microsoft office products Word, Excel, Outlook, and PowerPoint. Ability to supervise 5-10 employees.

QUALIFICATIONS AND SKILLS:

A minimum of four years of experience in a public agency, with at least two years supervising personnel and managing infrastructure projects. Ability to effectively articulate department activities and city policies through written and verbal communications to a wide range of audiences and venues.

DESIRED/PREFERRED QUALIFICATIONS DOE:

B.S. in Civil Engineering; be a Registered Professional Engineer in the State of Oregon or the ability to get an Oregon PE certification within 6 months.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee may be standing on his feet or sitting in City vehicles. The employee may have to bend, stoop, and reach and manipulate controls and hand tools from awkward positions. The position requires average mobility, and the duties involve moving objects up to ten pounds on a regular basis and lifting objects weighing as much as forty pounds above the head or away from the body on an occasional basis. The applicant shall have the ability to participate with the crew for selected projects by providing manual labor.

WORKING CONDITIONS:



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Exposure to all types of inclement weather when job functions require exterior work; attendance at City Council meetings required or other public meetings as needed; ability to be on-call and work various hours during any day of the week to meet department needs; and usual office working conditions.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising, evaluating, and directing the work efforts and activities of public works employees and others assigned to duty in public works, responsible for ensuring that department employees are adequately trained, and that public works activities and operations are conducted safely.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager.

THIS JOB DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND OTHER DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT TO THE POSITION.