



# ASSISTANT PUBLIC WORKS DIRECTOR / CITY ENGINEER (P.E.)

**\$94,882 - \$127,332**

*Plus Excellent Benefits*

*Apply by*

**March 17, 2024**

*(First Review, Open Until Filled)*

**PROTHMAN**





## WHY APPLY?



Located on the scenic shores of Oakland Bay, the City of Shelton is known for its outdoor recreational opportunities. Residents enjoy the benefits of small-town life with all the urban amenities of Olympia just twenty minutes away. The City of Shelton is undertaking major expansions of its water and sewer systems, planning a multiuse pathway through the downtown along Goldsborough Creek, reviewing proposed subdivisions for thousands of new homes, and preparing for an update to the City Comprehensive Plan this year. The City is also attracting new and exciting businesses, prompting a demand for additional infrastructure. If you are an experienced professional looking for a challenging and rewarding career opportunity across the spectrum of civil engineering disciplines, this is the right position for you!

## THE COMMUNITY

Located in Mason County, Washington, Shelton is the county seat and occupies an area of 6.1 square miles. With nearly 12,000 residents, the City is the main population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy is expanding in other areas, as well.

Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.

The Shelton School District is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.

## THE CITY

The City of Shelton operates under the Council-Manager form of government. The Shelton City Council consists of seven individuals who are responsible for policymaking for the City. Each councilmember is elected to serve a four-year term. Councilmembers are elected citywide.

Shelton is a full-service city that provides a wide range of municipal services, including City Administration, City Clerk, Community and Economic Development, Finance, Human Resources, Information Technology, Municipal Court, Police, Public Works, and Parks & Recreation. Fire service is provided by Central Mason Fire & Rescue. The City has 99.53 FTEs, and operates with a total budget of \$44 million, including a general fund of \$15.5 million.



## THE DEPARTMENT

The mission of the Public Works department is to enhance the safety, welfare, and livability of our community by providing and managing reliable infrastructure and services for transportation, water, stormwater, and wastewater systems. The Public Works Department is responsible for the maintenance and improvement of the City's infrastructure, including streets, sidewalks, water service, wastewater treatment, storm drainage, and fleet/equipment. These systems that serve the public focus on transportation and mobility, water treatment/delivery, stormwater quality/quantity, and wastewater collection/disposal. Public Works operates with 39 FTEs and a 2024 operating budget of \$17.5 million.

To learn more about the Public Works Department, please click [here](#).

## THE POSITION

Working under the general supervision of the Public Works Director, the Assistant Public Works Director/City Engineer supervises the Senior Inspector, Engineer Technician, and GIS Technician, and other employees as assigned. This position is responsible for City engineering services related to the review of design and construction plans submitted to the City, including areas related to water service, sanitary sewers, storm sewers, road and street systems, and traffic control, and is responsible for the design of construction projects in those same areas. This position coordinates assigned activities with other departments and outside agencies and provides highly responsible and complex administrative support to the Public Works Director.



## Essential Duties & Responsibilities include:

- Provide engineering assistance and advice on all matters pertaining to streets, traffic, drainage, sewer, and water utilities.
- Provide oversight and direction for permitting, private development review, and construction inspection activities within Public Works.
- Assure new projects comply with the Engineering Design and Construction Standards, & Municipal Code.
- Lead the Engineering Group to ensure standards are met for productivity, efficiency, and for both internal and external customer satisfaction.
- Select, train, motivate, and evaluate project Engineering Division personnel.
- Develop and budget yearly for six-year water, wastewater, storm drainage, and transportation improvement capital projects to ensure effective expansion and operation of infrastructure.
- Assist the City Capital Projects Manager and Public Works Director in the design and construction of City infrastructure projects that are funded by the City, State, or Federal programs.

For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

## UPCOMING PROJECTS

1. Sewer Membrane Plant Headworks Capacity Expansion
2. Water Pressure Zone Piping and Pumping Improvements
3. Potable Water and Reclaimed Water Reservoir Storage Expansions
4. Private Development Review/Permitting of Multiple Large Subdivisions, Apartments, & Hotel
5. Olympic Highway North Paving, Streetscape, & ADA Improvements
6. Pedestrian Safety Projects: Safe Routes to School & Local Road Safety Plan





## IDEAL CANDIDATE

### Education and Experience:

- A bachelor's degree in civil engineering or a related field.
- Two (2) years of progressively responsible civil engineering experience and designing public works projects.
- Registration as a Professional Engineer (PE) in the State of Washington, or the ability to obtain registration within 6 months of employment.
- A valid Washington State Drivers' License.

Any equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position will be considered.

**For more information on the  
City of Shelton, please visit:**

[www.sheltonwa.gov](http://www.sheltonwa.gov)

### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of civil engineering principles and applicable local, state and federal laws, codes and standards related to transportation, public works projects and utilities.
- Knowledge of effective supervisory practices and the ability to plan, organize, coordinate, assign and evaluate the work of technical staff.
- Demonstrated proficiency in reviewing technical documents, plans and specifications related to engineering projects.
- Ability to provide or oversee comprehensive planning related to public infrastructure systems, including water, wastewater, storm drainage and transportation systems.
- Ability to implement an effective process for the review, permitting, and inspection of developer-initiated public works projects.
- Ability to establish and maintain effective working relationships with other employees, City officials, consultants and developers, representatives of other governmental agencies and the public.

### COMPENSATION & BENEFITS

- **\$94,882 - \$127,332 DOQ**
- (4) 10-hour day work weeks
- Excellent Full Coverage Medical, Dental, Vision & Life Insurance Options
- Generous Vacation & Sick Pay
- 6.2% City Match Deferred Compensation Program
- 11 Paid Holidays + 2 Floating Holidays

The City of Shelton is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 17, 2024** (first review, open until filled). To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "**City of Shelton, WA – Assistant Public Works Director/City Engineer**", and click "**Apply Online**", or click [here](#).



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

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