

Public Works Director

Class Code:
2710.000

CITY OF PASCO
Established Date: Feb 1, 2024

SALARY RANGE

\$72.07 - \$98.35 Hourly
\$149,905.60 - \$204,568.00 Annually

SUMMARY OF POSITION:

The Public Works Director is a high-profile, executive role in a rapidly growing city, responsible for leading the Public Works Department. This position requires frequent presentations to the City Council, regular communication with various external stakeholders, and engagement with the public. The Director oversees diverse operations including engineering, infrastructure development, and maintenance, ensuring alignment with City policies and strategic objectives.

ESSENTIAL FUNCTIONS:

- Lead and direct the Public Works Department, encompassing areas such as Capital Improvement Program, municipal water utilities, sanitary sewer, surface water management, transportation engineering, road construction and maintenance, and fleet services.
- Engage with external stakeholders including county, state, and federal officials, and represent the City on relevant boards and committees.
- Serve as the primary advisor to the City Council and City Manager on Public Works-related matters, presenting complex information in an accessible manner.
- Develop and execute long-term and short-term strategic plans, aligning departmental activities with City goals.
- Evaluate and implement innovative operational strategies to enhance service delivery and efficiency.
- Coordinate Public Works operations within the City, ensuring program standards and compliance with local, state, and federal regulations.
- Manage financial aspects of the department, including budget planning, resource allocation, and expenditure monitoring.
- Provide leadership and vision in the development and delivery of Public Works programs, policies, services, and projects, ensuring they are efficient and effective.

- Provide operational policy analysis and procedural guidance to department heads.
- Foster a collaborative work environment, maintaining effective relationships with other City departments, agencies, and community groups.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of public works administration, including infrastructure development, civil engineering principles, and project management.
- Expertise in strategic planning, policy development, and operational management.
- Strong leadership skills, with the ability to inspire and direct a diverse team.
- Exceptional communication skills, capable of effectively presenting information to City Council, stakeholders, and the public.
- Proficient in analyzing complex data, problem-solving, and decision-making.
- Skilled in navigating and managing governmental relationships and understanding the legislative process.
- Demonstrated ability to handle sensitive and controversial issues with diplomacy and tact.

POSITION QUALIFICATIONS:

- Education and Experience: Bachelor's degree in business administration, public administration, Engineering, or related field, plus a minimum of seven years of relevant managerial experience in a public works or similar setting. Advanced degrees or certifications in relevant fields are preferred.
- Licenses, Certifications, & Other Requirements: Valid Washington State driver's license. Professional Engineer registration is advantageous.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work involves both office settings and field visits. It requires the operation of standard office equipment and city vehicles.
- Physical demands include occasional lifting of objects up to 25 pounds and the ability to traverse various field conditions.
- Availability for extended hours, including evenings and weekends for meetings and emergency situations, is required.