



The City of Liberty Lake, Washington
Public Works Director
Updated: December 29, 2023

VISION: TOGETHER, we make a welcoming and flourishing community, united by the pursuit of enriching the quality of life for every resident, planning growth that respects our natural environment, and promoting a vibrant economy.

STRATEGIC PRIORITIES: Quality of Life & Connectedness; Public Safety & Well-being; Economic Vitality & Opportunity; Planned Growth & Infrastructure; and Public Service Excellence

JOB TITLE: Public Works Director

STATUS: Exempt (FLSA): Salary & Not Eligible for Overtime

DIRECT REPORTS: Streets Maintenance, Facilities Maintenance, and Project Manager.

REPORTS TO: City Administrator

DEPARTMENT: Public Works

ROLE SUMMARY: The Director of Public Works plans, directs, manages, and oversees the activities and operations of the Public Works Department, including Facilities and Streets maintenance; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Administrator. May act as the City Engineer.

The following description outlines the role and its alignment with The City of Liberty Lake's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

COMPETENCIES:

- ❖ Considerable knowledge of the Spokane Regional Stormwater Manual and Eastern Washington Low Impact Development Manual, State and Local Procurement Policies and Procedures, and APWA, AWWA, and City of Liberty Lake specifications.
- ❖ Mathematical: Knowledge of mathematics, including trigonometry.
- ❖ English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

RESPONSIBILITIES & DUTIES:

(Note: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.)

- A. Manages daily operations of the Public Works Department;
- B. Develops, implements, and monitors short- and long-range plans, goals, and objectives focused on improving infrastructure, meeting future needs, and advancing the city's strategic priorities;
- C. Prepares and oversees the department's operating and capital budgets;
- D. Supervises Public Works managers and staff including evaluating performance, coaching, and professional development;
- E. Coordinates and oversees major construction and maintenance projects to ensure contractor compliance, timely completion, and safety;
- F. Evaluates infrastructure condition and assesses maintenance, traffic, and safety needs;
- G. Identifies, applies for, and manages external infrastructure funding and grants;
- H. Maintains positive relations with local, county, state agencies and external partners;
- I. Ensures activities and operations comply with government policy, laws, regulations, codes, and safety standards;
- J. Oversees the delivery of the city's Capital Facilities Plan

MINIMUM QUALIFICATIONS:

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]

Required Experience:

- Ten (10) years of progressively responsible management experience in the field of Public Works Administration.
- Five (5) or more years of experience supervising direct reports.

Required Credentials:

- ❖ Bachelor's degree in Engineering, Public Administration, Business Administration or closely related field; or a combination of experience and education.
- ❖ Possession of a valid driver's license.

Preferred Credentials:

- ❖ Professional Civil Engineer (P.E.) in the State of Washington

REQUIRED EXPERTISE & SKILLS

- The laws, principles and accepted practices and procedures that apply to all aspects of the management of municipal public works systems;
- Civil engineering, design, and construction principles and practices;
- The standards by which the quality of public works service is evaluated, the use of automated and manual records systems and their application to public works administration;
- Applicable state and federal regulations related to water and sewer utilities, streets, storm water systems and land development;
- Federal and state funding sources and requirements;
- Principles of effective personnel management.
- Ability to work safely; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.
- Prepare and update short and long range strategic plans to ensure the department's contribution to the City's overall plans and strategies;
- Identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps;
- Identify, implement and refine the department's organizational structure to generate desired results as efficiently as possible;
- Exercise sound and ethical judgment in decision-making processes;
- Establish and maintain a working environment conducive to positive morale, individual style, personal discipline, quality, creativity and teamwork;
- Absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal and financial consequences;
- Communicate technical data and sensitive information to citizens in a clear and persuasive manner;
- Establish and maintain cooperative relationships with a variety of citizens, boards and other City staff;
- Respond to public inquiries and complaints in an effective manner using tact, patience and courtesy;
- Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council;
- Negotiate and administer contracts with outside vendors and service providers;

- Provide leadership, delegated responsibility, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals;
- Handle confidential information and material with the highest degree of professional responsibility;
- Take appropriate action to resolve departmental, operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions which are in the best interest of the City of Sequim;
- Provide advice to and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of City services; Analyze and report on service impacts of proposed plans and developments on the City's utility and street infrastructure; assist in development, revision and administration of various utility and City comprehensive plans and zoning ordinances;
- Administer labor agreements and communicate effectively with organized personnel;
- Understand, evaluate and organize budget requests;
- Work independently and with little direction
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

PHYSICAL DEMANDS & WORK ENVIRONMENT

[Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

- o The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- o While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- o The employee must have the ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- o While performing the duties of this job, the employee regularly works in adverse weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, cold and/or humid conditions and vibration.

EEO STATEMENT

The City of Liberty Lake is an Equal Opportunity Employer. The City of Liberty Lake does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Liberty Lake reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Employee Signature: _____ Date: _____

Print name: _____