

CITY OF WARRENTON – PUBLIC WORKS DIRECTOR: The City of Warrenton, Oregon, population 5,200 is accepting applications for Public Works Director. Warrenton is located in the northwest corner of Oregon State. The Public Works Director is responsible for planning, administering, and directing the functions, activities, and operations of the Public Works Department including water, wastewater, parks, streets, sanitation, and storm water. The Director monitors department activities to stay within compliance requirements of state and federal regulatory agencies and constraints of the city budget and five year Capital Improvement Program. Work is performed under the guidance of the City Manager. Direct supervision is provided to a secretary and direction provided to a Water Superintendent, Public Works Foreman, and Wastewater Superintendent. This position requires a minimum of a Bachelors of Arts or Sciences Degree in Civil Engineering, Public Administration, Business Administration, or related field and eight year supervisory experience. Salary Range: \$6,492.92 - \$7,892.22 month. Submit Cover Letter, Resume, and City Application. Closing date is 5:00 p.m., February 29, 2016. The City of Warrenton is an Equal Employment Opportunity Employer.

CITY OF WARRENTON CLASS SPECIFICATION

PUBLIC WORKS DIRECTOR

Department: Public Works

Class: FLSA Exempt

DEFINITION Plans, administers, and directs the functions, activities and operations of the Public Works Department including water, wastewater, parks, streets and storm water. Monitors department activities to stay within compliance requirements of state and federal regulatory agencies and constraints of the city budget. An employee in this classification is responsible for the delivery of services to the public in all functional areas of public works. The position oversees the quality of design and construction of city and private projects in public rights-of-way. Work is performed under the guidelines of the City Manager. Direct supervision is provided to a secretary and direction provided to Water Superintendent, Public Works Foreman and Wastewater Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Determines public works priorities with staff in development of goals, objectives, programs and tasks in conjunction with city-wide goals
2. Directs development of public works budget with input from division heads; provides budgetary control for operations and administers department budget to remain within established budgetary constraints
3. Supervises departmental personnel including assigning and reviewing work, evaluating performance, training, resolving grievances, and recommending decisions on hiring, terminations, pay changes or job changes
4. Establishes and implements departmental policies for effective operations; develops and implements changes to policies in response to internal and external issues
5. Oversees and guides complex engineering reports and studies for department's programs and projects; makes final decision on technical engineering matters
6. Reviews development plans and building permit for public service adequacy and conformance with development standards.
7. Represents the department in City Council meetings and when needed in Planning Commission, Parks Advisory Board and Advisory Committee meetings; handles business relations and negotiations for city in meetings with state and federal agencies on public works related items; and maintains effective relationships with other jurisdiction representatives.
8. Prepares reports and makes presentations to City Council, advisory committees and citizen groups on public works programs and projects

9. Develops proposals for major programs and public works projects that include technical, environmental, funding, legal, and scheduling issues.
10. Performs negotiations with consultants and private property owners related to public works projects; and negotiates with developers in regards to following public works requirements and cost sharing
11. Directs activities during emergencies.
12. 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.

JOB QUALIFICATION REQUIREMENTS:

Experience and Training

Bachelor degree in Civil Engineering, Business Administration, Public Administration or related discipline; and a minimum of eight years professional experience, including supervisory responsibility.

Working Knowledge Of:

Knowledge of civil engineering principles and practices; modern public works techniques and practices; methods, materials and equipment used in public works construction and maintenance; federal, state and local laws and ordinances related to the operation of a public works department; personnel administration; and budgetary practices; experience in large scale project management

SPECIAL REQUIREMENTS

Must obtain a valid Oregon driver license within three months and is required to be maintained throughout the course of employment.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

"Making a difference through excellence of service"



CITY OF WARRENTON

Applicant Information

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing
Address:

Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO State: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes No

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____