

TOWN OF TWISP
PUBLIC WORKS SUPERINTENDENT

We are seeking candidates for our **Public Works Superintendent** position. Candidates should have experience with: water distribution and wastewater treatment operations (will be expected to have or obtain within 24 months WWTP operator certification Group 2 and Water Distribution Manager 2). Must be able to read and interpret complex state regulations and prepare all required reports, understand road maintenance strategies in high snowfall area, as well as have strong written, computer & verbal communication skills. This position supervises 2½ employees and is responsible for all public works operations of the Town of Twisp; it is a working supervisor position. Current pay range is \$16.62 to \$24.92 per hour depending on experience. Must complete our application and supplement; resume optional. An application packet can be obtained by: calling Town Hall at(509)997-4081 or by emailing: jackiem@townoftwisp.com Open until filled; first review 8/20/2010. Equal Opportunity Employer.

CLASSIFICATION DESCRIPTION

PUBLIC WORKS SUPERINTENDENT

Pay Range 2010: \$16.62 to \$24.92/hour

SUMMARY:

Plans, organized and directs the activities of the public works department including water treatment, wastewater treatment, water distribution, wastewater collections, streets, storm drainage, parks, vehicle maintenance and building maintenance; does related work as required. Position is a working supervisor and needs to be capable of performing departmental tasks when necessary.

SUPERVISOR: Mayor

General Description: Position is responsible to the Mayor for operations of the public works department, including all public facilities, water and wastewater treatment plant and systems, water distribution, wastewater collection systems, storm drainage, streets and parks. Supervision is exercised over the (2 currently) water and wastewater treatment plant operators/public works maintenance workers, and one part-time worker.

WORK ENVIRONMENT:

Work is generally performed in a truck or other vehicle or on foot. Incumbents are exposed to inclement weather conditions, uneven terrain and potentially dangerous situations requiring the use of many hand tools, noisy power tools, road snowclearing machines, vehicles and materials, including potential biological and chemical hazards. Climbing into confined spaces underground and on ladders is required and may require significant physical agility. Will work occasionally around high voltage industrial wiring.

SUPERVISION EXERCISED:

Responsible for the supervision of water and wastewater treatment plants and systems, distribution and collection systems and all public facilities and all public works department employees. Prepares scheduled employee evaluations. Recommends compensation changes, disciplinary actions, and termination actions (when appropriate). Works with Mayor on department hiring actions.

ESSENTIAL FUNCTIONS:

1. Provides supervision of all public works operations. Determines departmental priorities and schedules maintenance and in-house construction projects.
2. Provides supervision for Wastewater treatment operations and maintenance (Requires WWTP Group 2 Certification).
3. Provides supervision for Water treatment operations and maintenance. (Requires Water Distribution Manager 2 Certification)

Revised 8/13/2010

4. Responsible for maintaining water resources, water treatment systems and water distribution systems in compliance with all laws.
5. Responsible for managing maintaining wastewater treatment systems and wastewater collection systems in compliance with all laws.
6. Responsible for maintaining public buildings, parks, streets, and street right-of way's.
7. Responsible for submitting written and oral reports to Mayor and Town Council.
8. Responsible for submitting reports to regulatory agencies as required and maintaining daily and monthly records and files including, but not limited to: 6-year transportation improvement program and other road reports; wastewater collection and treatment reports; water quality reports; water efficiency and other required water reports; and all federal and state reports required for public works operations of the Town.
9. Attend Town Council meetings and various other meetings as required.
10. Plan, develop and manage appropriate departmental operating budgets and capital improvement budgets, maintaining budgetary control and accountability for expenditures.
11. Responsible for purchase of equipment, supplies and services relating to public works following proper procurement methods to comply with State law and Town policies.
12. Supervise and inspect all work performed within the public right-of –way and easements and on private property in conjunction with Town-approved projects.
13. Have a working knowledge of public works projects State laws and coordinate with contractors and engineers to help complete projects on time and in budget.
13. Conducts performance evaluations of public works employees, interviews employment candidates and recommends hiring and disciplinary actions.
14. Public Works Superintendent is a working manager, and is expected to work with, and lead the employees in the performance of their duties including operating all Town equipment.
15. Superintendent will be required to manage Town response to after hours call outs and to emergencies and respond when his/her services are required. May require emergency work around high voltage industrial wiring.

16. Superintendent compiles necessary information for grant applications and submittals and manages budget and construction performance of such grants for assigned projects.

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalency plus minimum of two years of college in a related field is required. It may be possible to substitute any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

Five years of increasingly responsible public works experience and training including at least two years of supervisory responsibility or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

Licensing and Certifications:

The following Washington certifications **shall be maintained or obtained within 24 months of employment date. Preference may be given to candidates possessing these:**

Wastewater Treatment Plan Group 2 Certification
Water Distribution Manager I
CDL Class A

- Possession of a valid Washington State Driver's License with a driving record free of serious or frequent violations is an essential requirement of the position.

Knowledge, Skills, and Abilities:

- Must demonstrate knowledge of Local, State and Federal mandates governing local government water and wastewater regulations and public works projects
- Must possess knowledge of principles and practices, methods, materials and equipment used in the construction and maintenance of water treatment and distribution, wastewater treatment and collections, streets, storm drainage, parks and building maintenance
- Must demonstrate experience and knowledge of principles of supervision and personnel practices; public works safety procedures; budget planning and preparation; and public risk management.

- Effectively and efficiently operate a variety of equipment ranging from hand tools to large motorized machinery and vehicles such as backhoe, sewer jet, snow plowing equipment, dump truck and sanders.
- Effectively coordinate the activities of a public works department
- Communicate effectively both verbally and in writing, effectively operate computer and keyboard and computer programs to correspond, develop reports, and budgets
- Accurately estimate material and labor costs
- Have a working knowledge of doing projects under the Washington Public Works Project bidding process and the Small Works Roster process and ensure compliance in Town projects
- Establish and maintain effective working relationship with all Town employees, engineers and contractors, elected officials and the general public.

WAC 173-230-061
Levels of certificates and qualifications.

(1) There are five levels of certification offered by the department to individuals who meet minimum qualifications. Those minimum qualifications include required levels of education and experience.

(2)

Twisp
→
Plant
Level

Qualification Requirements for Operator Certification				
Certification level	Education required	Experience required	Substitutions allowed for education	Substitutions allowed for experience
Operator-in-Training	High school diploma or GED	3 months	One year of excess operating experience may be used for one year of high school or two years of grade school.	May use 3 college credits or CEUs in course work related to wastewater treatment plant operation for experience.
Group I	High school diploma or GED	1 year	One year of excess operating experience may be used for one year of high school or two years of grade school.	None.
Group II	High school diploma or GED	3 years	One year of excess operating experience may be used for one year of high school or two years of grade school.	May use relevant work experience or credits or CEUs for one year and six months of the operating experience.
Group III	High school diploma or GED and 2 years of college (90 credits or CEUs)	4 years with at least 2 years operating experience at a Class II plant	May use excess operating experience for college at a rate of one year of excess operating experience for half of the college (one year). Three years of excess operating experience may be used for the second year of college.	May use relevant work experience and/or excess credits for 2 years of the operating experience.
Group IV	High school diploma or GED and 4 years of college (180 credits or CEUs)	4 years with at least 2 years at a Class III plant	May use excess operating experience for college at a rate of one year of excess operating experience for one year of college for up to half of the college (two years). Three years of excess operating experience may be substituted for one year of college. This rate may be used for the remaining two years of college.	May use excess operating experience for credits. May use related work experience and/or excess credits for 2 years of the operating experience.

(3) Relevant work experience may be substituted for up to one-half of the operating experience required to qualify for the Group II, III and IV levels. This includes:

- (a) Environmental or operations consultant;

- (b) Environmental or an engineering branch of federal, state, county, or local government;
- (c) Wastewater collection system operator;
- (d) Water distribution system operator and/or manager;
- (e) Wastewater pump station operator; or
- (f) Water treatment plant operator.

Other related work experience may include building and equipment maintenance, boiler operation, machinist, laboratory technician, engineering, welding, or other related fields on a case-by-case basis with a written description of the duties performed on the job by the applicant.

(4) College credits substituted for an operating experience requirement cannot also be applied to the education requirement.

[Statutory Authority: Chapter 70.95B RCW. 99-24-117 (Order 98-18), § 173-230-061, filed 12/1/99, effective 1/1/00. Statutory Authority: RCW 70.95B.040. 87-22-006 (Order 87-36), § 173-230-061, filed 10/23/87. Statutory Authority: Chapter 70.95B RCW. 82-09-056 (Order DE 82-07), § 173-230-061, filed 4/16/82.]



Application for Employment With:

Town of Twisp (509)997-4081

NOTE: COMPLETE 2 PAGES!!

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a Town representative at 997-4081/ or TDD at 1-800-833-6388.

Position(s) applied for: _____ Date of application: _____
Name: _____ Social Security #: _____
LAST FIRST MIDDLE
Address: _____ CITY STATE ZIP CODE
STREET
Telephone #: _____ Cell/Pager/Other Phone#: _____ Email Address: _____

If you are under 18, and it is required, can you furnish a work permit?..... [] Yes [] No
If no, please explain: _____
Have you ever been employed here before? If yes, give dates and positions: _____ [] Yes [] No
Are you legally eligible for employment in this country? [] Yes [] No
Date available for work..... _____ What is your desired salary range? _____
Type of employment desired [] Full-time [] Part-time [] Temporary/Seasonal
Are you able to meet the attendance requirements of the position?..... [] Yes [] No
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... [] Yes [] No
If yes, please provide date(s) and details: _____

Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function: _____ State: _____

Employment History

Provide the following information from your past four (4) employers, assignments or volunteer activities, starting with the most recent.

Table with 4 columns: From, To, Employer, Telephone #. Each row contains job history details including Starting Job Title/Final Job Title, Address, Immediate Supervisor & Title, Summarize the Nature of Work Performed And Job Responsibilities, May We Contact For Reference? (YES/NO/LATER), Reason For Leaving, and Hourly Rate/Salary (Start/End per).



The Town of Twisp (509)997-4081

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background

NAME AND LOCATION	# OF YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE?	COURSE OF STUDY
High School				
College				
Other				
Other				

Applicant Statement

I hereby certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I further understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for this or another position, it will be necessary for me to reapply and fill out a new application unless the employer instructs me otherwise.

If I am hired, I understand that the employer is an at-will employer meaning I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town's Mayor and attorney

I also understand that if I am offered employment, I will be required to provide proof of identity and legal authority to work in the United States and that I will need to pass a background check and drug test prior to my starting work. Further, I understand that the background investigation will result in the preparation of an investigative consumer report, which would include information as to my character, general reputation, personal characteristics, and mode of living. Applicants may submit a written request to the Town of Twisp for a complete and accurate disclosure of the nature and scope of the requested investigation. If any adverse actions in employment are taken based on the information contained in this report, I understand I can request a copy of said report at no charge.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing Applicant's Statement and seek employment under these conditions of my own free will and that I accept all terms of the foregoing Statement.

_____ Date

_____ Applicant's Signature