

CLASSIFICATION DESCRIPTION
Town of Twisp

Public Works Director
Pay Range \$32.00-\$40.00

SUMMARY:

The Public Works Director plans, organizes directs and performs 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. The position is a working supervisor and needs to be capable of performing departmental tasks when necessary.

SUPERVISED BY:

Mayor

WORK ENVIRONMENT:

Work is generally performed in an office, 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, snow clearing 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.

ESSENTIAL FUNCTIONS:

1. Provide supervision of all public works operations. Determine departmental priorities and schedule maintenance and in-house construction projects.
2. Provide 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)
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. Conduct performance evaluations of public works employees, interviews employment candidates and recommends hiring and disciplinary actions.

14. The Public Works Director 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. The Public Works Director will be required to manage Town response to after hour call outs and to emergencies and respond when his/her services are required. May require emergency work around high voltage industrial wiring.

16. The Public Works Director compiles necessary information for grant applications and submittals and manages budgets and construction performance of such grants for assigned projects.

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalency plus a 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 2

Cross Connection Control Specialist

- 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.

- Communicate effectively both verbally and in writing, operate computer programs to correspond, develop reports, and budgets.

- Establish and maintain effective working relationship with all Town employees, engineers and contractors, elected officials and the general public.