

**ORGANIZATION:** City of Rainier  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Exempt

**LOCATION:** Rainier, OR  
**DATE:** January 2018

**JOB TITLE:** Director of Public Works

**PURPOSE OF POSITION:** Administer, plan, schedule, assign, supervise, and manage all activities of public works employees. Ensure the overall functioning and performance of the streets, parks, equipment and building maintenance, water, and wastewater operations of the department.

**ESSENTIAL JOB FUNCTIONS:**

Supervise subordinate employees including assigning and reviewing work, evaluating performance, scheduling of work, recommending disciplinary actions and hiring/termination decisions.

Prepare, manage and monitor annual departmental budget. Authorize, review and approve public works expenditures.

Directly manage and operate the City water treatment package plant. Perform all necessary tasks and operations required to ensure safe, effective, and efficient functioning of the water system. Take daily readings and ensure all equipment and chemical are performing within acceptable standards. Correct deficiencies and report malfunctions as necessary.

Oversee the City waste water treatment plant operation. Perform all necessary tasks and operations required to ensure safe, effective, and efficient functioning of the waste water system. Ensure all equipment and processes are performing within acceptable standards. Ensure any deficiencies are corrected and malfunctions reported as necessary to conform to applicable regulations.

Oversee and manage maintenance of all City facilities including parks, streets, buildings, utilities, and equipment.

Ensure that all Public Works employees are adequately trained to perform all assigned tasks, and provide budgetary resources to support training requirements.

Act as the purchasing agent for department. Develop specifications for equipment and acquire bids from qualified suppliers. Recommend bid award to the City Council.

Confer with citizens regarding complaints, problems, concerns, and suggestions. Provide information and respond to inquiries regarding the City's sewer and water systems and capacities, streets, and general developmental issues.

Work with a variety of County, State and Federal agencies regarding necessary reporting, situations and future impact of projects, e.g. DEQ, Oregon Health Department, EPA, state marine Board, state Highway Department, OEDD, etc.

Prepare and submit various departmental reports as scheduled or requested. Follow all safety rules and procedures established for work areas.

Perform other duties as directed by the City Administrator.

### **AUXILIARY JOB FUNCTIONS:**

Read and record water meter data, distribute delinquent account notices and accept payments.

Oversee decorations for the City and City Hall during special occasions.

Perform general maintenance and operations activities of the department as workload and staffing levels dictate.

Replace defective water meters.

Perform equipment and supplies inventories.

Prepare surplus property rosters, schedule and organize auctions of surplus property, and oversee sale/pickup of City surplus property sold at public auctions.

Maintain work areas in a safe, clean, and orderly condition.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

Broad knowledge of the methods, materials and equipment used in the construction and maintenance of streets, water and sewer systems and principles and practices of supervision.

Strong knowledge of electrical, hydraulic, pressure, flows, plumbing and chemistry used within public works environment.

Small city hands-on experience with operations and maintenance of water, sewer, streets, and parks.

Six years of progressively responsible work experience in public works utilities or general maintenance areas with a minimum of three years supervisory experience in public works during the most recent five years.

#### **Special Requirements/Licenses:**

Possess and maintain an Oregon Water Treatment Level II or higher Water Treatment Operator certification with a Filtration Endorsement and a Class II or higher Water Distribution Certificate.

Possess and maintain an Oregon Grade III or higher Waste Water Treatment Operator certification and a Grade II or higher Collection Operator certification.

Possess and maintain a valid Driver's License and Commercial Driver's License. Must be insurable under the City's liability insurance coverage in order to operate City equipment.

**PHYSICAL DEMANDS OF POSITION:** Physical demands on position may range from typical office demands to moving materials weighing 40 to 60 pounds up to 10% of the work period.

**WORKING CONDITIONS:** Working environment ranges from office to public works construction sites with potential exposure to all weather conditions.

**SUPERVISORY RESPONSIBILITIES:** Supervises more than 2, seldom more than 5 employees.