



UMATILLA

OREGON



PUBLIC WORKS DIRECTOR

\$89,988 - \$104,982

Plus Excellent Benefits

Apply By

Open Until Filled

(applications will be reviewed in the order in which they are received)

City Of Umatilla

PO Box 130

700 6th Street, Umatilla, OR 97882



Public Works Director

THE CITY



Located in the Columbia Basin along the border of Oregon and Washington, energetic and inviting Umatilla enjoys a small-town atmosphere amidst the natural beauty from the Columbia River, surrounding farmland, forests, and mountains. With all the amenities you need in town and all the ones you want in town or nearby in Hermiston or the Tri-Cities, Umatilla provides an exceptional place to live, work, and play.

needs a strong and and coordinate that growing community this is the right position

The City has an annual million, including a approximately \$5.5



The City is experiencing historic growth and experienced Public Works leader to manage growth. If you are interested in working for a with a highly motivated and professional staff, for you!

operating budget of approximately \$14.5 Public Works Department Budget of million.

The Community



Established in 1862, Umatilla is the third largest city in Umatilla County and is home to approximately 7,000 residents, which includes approximately 1,800 from the Three Rivers Correctional Institution. The city is on the hub of interstate 84, interstate 82, highway 730, and highway 395 and enjoys the beauty of the great Columbia and Umatilla rivers. Historically, the city's economic base has primarily been based in agriculture due to the significantly warm days and cool evenings. But, the city is at the beginning of a significant transition in local economy and residential/commercial/industrial developments.

Recent and current developments of sophisticated technology data centers has lead the way in significant economic changes and community development.

The City is proud to maintain its family friendly atmosphere that offers safe, comfortable, and inviting gathering places that includes shopping, restaurants, galleries, and beautiful landscapes. With over 300 days of sunshine per year, the area offers many amenities. The Columbia River, McNary Dam and Interpretive Center, McNary Wildlife Nature Area, and the City's Marina/RV Park combine to allow for year-round outdoor recreation opportunities.

Umatilla is also less than 30 minutes away from award winning wineries with hundreds of vineyards and tasting rooms nestled in the small towns along the Columbia Basin. The school district



has an elementary school, a middle school, and high school. The Oregon Department of Education recently awarded the Umatilla School District a substantial five-year grant which will support science, technology, engineering, art, and math classes.

THE OPPORTUNITY

The City of Umatilla seeks a new Public Works Director to work in conjunction with other departments and agencies to guide the development of critical infrastructure and to ensure that services continue to be delivered to customers in a professional but friendly manner. The Public Works Director manages the Public Works Department including the City's water supply and distribution, wastewater treatment, streets, irrigation, garbage and parks. The Public Works Director also prepares various capital plans and works with other departments and agencies to prepare and implement planned projects and improvements.

The new Public Works Director must have a Bachelor's in business administration, public administration, civil engineering, or a related field and have a thorough knowledge of construction and maintenance methods. Knowledge of administrative practices, management, safety measures and public contracting is also desirable.



The winning candidate will have at least 5 years of progressively responsible administrative or supervisory experience in public works. Additional requirements include working knowledge of the principles and practices of modern public administration.

Umatilla's Public Works Director will be a self-motivated servant leader who leads by example, not through the authority of the position, and who delivers outcomes. The successful candidate will be open-minded and have



the ability to inspire and mentor staff. The candidate will help the City envision and plan for the future. The ideal candidate will have a proven history of establishing professional work environments that strongly value communication and collaboration between staff and supervisors. He/she will successfully balance administrative needs of the department with the in-field and technical needs of services, projects, and operations. The candidate is expected to work with all departments to identify funding strategies for current and future budgets and proudly serves the citizens of Umatilla.

The ideal candidate will be approachable and will have excellent written and oral communication skills. He or she will have the ability to relate to staff and to represent the City effectively with media, the community, the Leadership Team, and the City Council. The Public Works Director will work well in a team atmosphere and



independently. He or she will be a good, empathic listener and be able to clearly communicate technical issues in common language to a variety of audiences. The successful candidate will have the ability to evaluate the work and performance of department personnel in a manner conducive to high performance. The Director will have high expectations, assign tasks, facilitate goal setting, and provide the resources necessary to achieve those goals. Accountability must be important. The Director will expect tasks to be completed and deadlines met. The ideal candidate will be someone that exhibits good common sense, thinks strategically, and is particularly skilled at forming

mutually beneficial partnerships. Strong project management and experience with managing multiple funding sources is also favored. Fluency in Spanish preferred.

The Public Works Director will have strong organization and management skills. They will be able to handle multiple projects simultaneously and successfully, and be able to successfully delegate tasks to staff with trust. The winning candidate will make timely decisions. The next Public Works Director must be able to create innovative management programs and systems in response to changing needs, financial conditions, and legislation.

Compensation & Benefits

- **\$89,988 – 104,982 DOQ**
- **Oregon PERS**
- **Excellent Medical, Dental, and Vision Insurance**
- **Life Insurance**
- **VEBA Account**
- **10 Paid Holidays**
- **Generous Employee Leave Programs**
- **Tuition Reimbursement Programs**
- **Bilingual Pay**

How to Apply

The position is open until filled. The City will review cover letter, resume, and the supplemental questionnaire answers. The cover letter must be no longer than one page, must describe your experience, achievements, and interest. We will conduct interviews as completed packets are received. The City of Umatilla is an Equal Opportunity Employer and encourages all qualified persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation or veteran status to submit a complete packet. You can email your complete packet to nanci@umatilla-city.org or fax to (541) 922-5758. You may also mail it to P.O. Box 130, Umatilla, OR 97882.

www.umatilla-city.org





City of Umatilla

PUBLIC WORKS DIRECTOR Supplemental Questionnaire

In addition to your resume and cover letter, please provide a written response to the following three requests:

1. Briefly (in no more than 4 sentences) describe why you want to be the City of Umatilla's Public Works Director. What unique skills, abilities, or experiences do you have that make you the ideal candidate?
2. Provide an example of your experience working on a project with developers and other departments that resulted in an improvement in public benefit. What specifically was your role and how did you ensure the project's success?
3. Describe your experience working with wastewater treatment plant operations and NPDES permits, domestic water, industrial wastewater, and irrigation districts.



City of Umatilla

Job Title:	Public Works Director	Job Category:	Non-Union; Exempt
Department/Group:	Public Works	Pay Grade:	I (Resolution 20-2018)
Location:	City Shops	Reports to:	City Manager
HR Contact:	Nanci Sandoval	Position Type:	Full Time
Supervision:	Exercised: Managers, Supervisors, and Administrative Support Staff. Received: Works under the direction of the City Manager.		

Minimum Qualifications:

- Bachelor's Degree in business administration, public administration, civil engineering, water resources management, or related field.
- At least five years of progressively responsible administrative experience in the public works field and three or more years in a supervisory capacity.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Working knowledge of government public works management and applicable federal and state law regulations.
- Thorough knowledge of modern principles and practices of construction and maintenance methods, materials, and equipment.
- Thorough knowledge of administrative practices and procedures related to public works management, safety measures, public works planning, design, maintenance, construction, fleet management, and precautions.
- General knowledge of engineering principles and practices.
- Possess and maintain a valid OR Driver's License with an acceptable driving record.
- Must be bondable.

Job Description

GENERAL PURPOSE

This position plans, organizes, directs and controls all City Public Work functions including: planning, leading and organizing all public works activities relating to engineering, street, water, sewer, storm water, irrigation, solid waste, parks, facilities and fleet operations, emergency response for snow/ice/flood/severe weather, and services within the City by establishing goals and objectives within the policy directives set forth by the City Council and City Manager.

The Director of Public Works performs supervisory, administrative and professional work including planning and budgeting, for the Public Works Department functions for the City as mandated by ORS and the Umatilla Municipal Code. This position is an Executive level, exempt position answering directly to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assures a staff capable of providing quality and efficient department operations by providing leadership and supervision to subordinates. Direction includes delegation of authority, assignment and review of work, providing assistance, approving time sheets and department employee leave requests, administering discipline, evaluating performance and making hiring, termination and pay change recommendations in accordance with approved policy.

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, and directs changes as needed.

Develops, recommends, implements and evaluates the policies, procedures, strategies, work standards and goals for a department that are aligned with the City-wide goals and priorities. Maintains, updates and ensures procedural compliance for mandated programs. Develops administrative policies, budget goals, labor strategies and strategic goals in collaboration with the City Manager that are aligned with Council goals and priorities.

Develops, recommends and monitors the department operating and capital budget by reviewing past expenditures, analyzing future needs and making determinations regarding the necessary resources to accomplish department goals and meet community needs. Approves expenditures to ensure compliance with budgetary guidelines.

Assures the efficient and economical use of department funds, materials, facilities and time. Evaluates utility rates, with the assistance from the Finance Department, and makes recommendations.

Provides advice and counsel to City Manager and implements directives; represents the department and City at meetings and conferences; facilitates, leads, and/or participates in meetings and committees; serves as a liaison between departments, external organizations, the general public, and other agencies.

Directs the preparation and review of staff reports, letters, memos, and/or other related correspondence. Gathers, interprets and prepares data for studies, reports and recommendations; coordinates department programs with other departments and governmental agencies. Drafts new or amends City ordinances as applicable for consideration by the City Council.

Prepares and presents agenda items (including agenda bills) to various boards, commissions, and committees including the Umatilla City Council. Also responsible for preparing and presenting technical reports and studies.

Responds to stakeholders and citizen concerns and issues and determines appropriate resolutions to maintain positive community/customer relations for the department and the City, and assure that complaints regarding any departmental activity are investigated and resolved.

Analyzes and evaluates operations and develops and implements corrective action to resolve problems.

Develops and implements internal policies, procedures and standards consistent with applicable laws and recognized public works best practices and standards. Assures compliance with established policies and procedures. Appraises efficiency and effectiveness and takes necessary actions to improve operations.

Interacts with external regulatory agencies and provides technical information to City officials and others. Prepares the annual department budget and justifies budget requests and amendments.

Communicates effectively, both orally and in writing, with individuals or groups regarding complex or sensitive issues or regulations.

Prepares and directs preparation of comprehensive reports, budgets, department materials and correspondence.

Plans, organizes, directs, and coordinates the work of subordinates including monitoring work schedules and evaluating the work of others.

Works flexible hours with some evening and weekend work, including public works emergency services.

Provides managerial leadership to the Public Works Department by planning and organizing workloads and staff assignments, reviewing progress, and directing changes in priorities and schedules as needed.

Maintains a good working relationship with co-workers and other agencies.

May serve as a Public Information Officer (PIO) as needed.

Provides the public with information about water and sewer locations as needed.

Manages grants that are specific to Public Works projects.

Works with the public and establishes new boards or committees in order to find solutions to issues that are complex in nature.

Contributes to effective City operations by performing other duties as assigned. Works with other departments, citizen groups, and others.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

Desired skills include writing, customer service, interpersonal, presentation, process management, computer software (mapping software particularly desired), analytical, budgeting, contract management, and leadership.

Ability to apply complex state and local laws as required.

Extensive experience in project management. Especially those involving multiple funding sources.

Public Works sometimes involves controversial issues. The Public Works Director should be able to maintain good working relationships with the public even when there is strong vocal opposition. The Public Works Director should be prepared to attend meetings after normal working hours.

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of GIS software and mapping.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands arms and wrists. Occasional stooping, crawling, kneeling, climbing, handling, bending, and repetitive motion.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is moderately exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. Work often is around heavy equipment, traffic, ladders, open trenches, scaffolding, and heights with occasional exposure to dust, chemicals, fumes, odors and gases, tripping hazards, unstable walking surfaces, unrestrained animals, and inclement weather. Interruptions and distractions are frequent and occur daily.

Reviewed By:	Dave Stockdale, City Manager	Date:	October 30, 2018
Approved By:	Dave Stockdale, City Manager	Date:	October 30, 2018
Last Updated By:	Nanci Sandoval, City Recorder	Date/Time:	October 30, 2018

David Stockdale
City Manager

11/1/2018 4:14 PM