



**City of Roy PO BOX 700, ROY, WA 98580-0700 - 216 McNaught St S**

## Public Works Director

Position Title: Public Works Director

Department: Non- Exempt

Location: Public Works Department

Salary Range: \$65,004 - \$75,348 based on 2024 Salary Schedule Approved by Council

**Date Open: 08-12-2024**

**Date Closed: 09-04-2024**

### Summary

The Public Works Director is responsible for all maintenance, custodial and upkeep operations for the City's water system, streets, buildings, parks, equipment and easements.

### DUTIES & RESPONSIBILITIES

Plan, organize, coordinate, evaluate and direct all of the activities of the public works department of the City, reporting directly to the mayor. This position is responsible for the City's properties and equipment, including the water system, buildings, streets, easements, and parks, and for all personnel and/or volunteers working for and in said areas.

This position is responsible for maintaining safe, uninterrupted water service to the City's water customers; overseeing all maintenance and up-keep of the system and facilities; and maintaining all records and preparing all reports required by Washington State Dept. of Health. Employee maintains the City's water sampling program and analyzes information to identify and carry out responses to preventive and corrective maintenance problems. Employees are required to attend classes/schools and other programs designed to improve the City's water system and to maintain WDM-1 and CCS certification. This position is responsible for all water system correspondence with outside agencies and with customers concerning water quality complaints. Employee is responsible for maintaining and procuring equipment and supplies for the upkeep of all areas of the water system, including water meters, meter boxes, chemicals, parts and other items as needed. Employee reads meters and turns off and reconnects meters when the tasks are not assigned to other staff members.

This position is responsible for the maintenance, repair, and upkeep of all City property consisting of all buildings, streets, easements, sidewalks, storm drains, and parks. Employee is responsible for monitoring activities performed under right-of-way permits issued by the City. Employee is responsible for janitorial services for City buildings when not assigned to other staff members. Employee is responsible for maintaining all City equipment, including truck, staff car, tractor, well pumps, generators, HVAC equipment, fire extinguishers, grounds tools and small hand tools and all other City equipment other than in the police department.

Employee purchases necessary supplies, equipment and other materials needed to perform duties while staying within the adopted budget. Employee maintains inventory and security of supplies, materials, tools and equipment.

This position works with the fire district, City police and other city, county, state and federal agencies in designing and implementing an emergency action program for the City to respond to natural or man-made disasters such as fire, floods, blackouts, etc.

Employee is expected to participate in appropriate professional organizations, workshops and schools to keep current on latest developments in administration, public policy issues and maintenance and to meet the technical performance standards developed for this position.

Employees must adhere to the department budget while ensuring the quality delivery of services to the public and support to other City departments. Employees prepare annual budget requests and oversee and participate in the development and administration of the department budget. Employee develops department work plans to implement budgeted projects. Employee participates in planning for replacements of long-term assets. Employee develops department policies to address risk management and safeguarding of assets. Employee ensures that all City public

works construction and improvement projects are designed, administered and constructed to City, state and federal standards and requirements.

Employees anticipate, expedite and resolves problems in a way that enables the department to be more productive with fewer resources and maximizes the resources available.

Employee administers and supervises part-time staff, community service workers and other volunteers working in the public works department.

Employee is the chair of the City safety committee.

This position is subject to being on call, with additional hours on an as-needed basis.

Employee performs other duties as assigned, including work in other functional areas to assist with special projects, animal control and to meet current City needs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Valid Washington driver's license with satisfactory driving record
- Washington State Waterworks Operator WDM-1 certification or ability to obtain
- Washington State Cross-Connection Control Specialist certification or ability to obtain

### **DESIRED QUALIFICATIONS**

- Experience in public or private water system
- Experience as a cross-connection control specialist
- Experience supervising public works employees

### **BASIC KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively organize and prioritize a wide variety of tasks and projects
- Knowledge of local, state and federal regulations regarding water systems, building codes, public purchasing requirements and worker safety issues
- Ability to seek and adapt resources necessary to accomplish work according to regulatory requirements
- Ability to read and understand regulations, specifications, plans and profiles
- Ability to communicate effectively both orally and in writing with co-workers, the general public, and vendors
- Ability to establish and maintain cooperative relationships with those contacted during the course of work
- Ability to operate and maintain power equipment and hand tools
- Ability to make minor repairs to equipment
- Ability to install water meters
- Ability to use standard office machines, including basic knowledge of Microsoft Office applications
- Knowledge of and ability to maintain records and files
- Ability to obtain WTPO certification, when necessary, in the future

### **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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, controls, or equipment; reach with hands and arms; climb, balance, bend, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is

occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate but can be loud requiring protective equipment.

**APPLICATION PROCEDURE**

Application forms are available at Roy City Hall, 216 McNaught Street/PO Box 700, Roy, WA, 98580, (253)843-1113 and online at <https://www.cityofroywa.us>. Applicants must fill out the City employment application form and submit it to the mailing address or in person only. Resumes may be in addition but not a substitution for the application form. No faxes or emails are accepted. Upon receipt of the completed application, we will review and contact preliminary qualified applicants for an interview. A criminal background check will be done on qualified applicants. A driving record and a reference check will be done before an offer of employment is made.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews and references check; and job-related tests might be required.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**VACANCIES**

When a vacancy occurs, the City will post the opening. Individuals hired serve a 90-day introductory period.

*The above list of essential functions is not exhaustive and may be supplemented as necessary and is subject to revision.*

**THE CITY OF ROY IS AN EQUAL OPPORTUNITY EMPLOYER**

**Job Description Signed Acknowledgment:** By signing below you have acknowledged that you have read and understand the expectations of your employment as City Clerk Treasurer for the City of Roy. You are expected to have an understanding of the job description and are willing to follow expectations.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Employment Application

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Applicant Information			
Last Name	First	M.I.	Date of Birth
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Cell Phone		
E-mail Address		Social Security No.	
List licenses or certificates:			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S. and can you provide documentation? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for City of Roy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when/position?
Do you have a driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License

Education				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree

## References

*Please list professional references (Someone not related to you)*

Full Name	Relationship
Company	Phone (    )
Address	Email
Full Name	Relationship
Company	Phone (    )
Address	Email
Full Name	Relationship
Company	Phone (    )
Address	Email

## Previous Employment (last 10 years - - Please attach additional sheets if necessary)

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 <input type="checkbox"/> NO <input type="checkbox"/> Preferences:
Company	Phone (    )	
Address	Supervisor	

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO  Preferences:

Company	Phone ( )
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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## SKILLS AND QUALIFICATIONS

Summarize special skills and qualification acquired that may qualify you for work with our City for this position.

### Military Service

Branch	From	To
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Duties

### OTHER

Have you been convicted including conviction by any plea of a misdemeanor or felony within the last 10 years?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

Were you found to have committed any traffic violations in the last 7 years? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain

\_\_\_\_\_  
 \_\_\_\_\_

NOTE: A conviction record will not disqualify you for employment unless such record reasonably affect your fitness for the job. Traffic violations may have bearing on your insurability with the City's insurance carrier.

Can you, with or without accommodation, perform the essential functions of this position as listed in the job description?

Yes \_\_\_\_ No \_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Roy to investigate all statements in this application and to secure any necessary information from my past employers, references, and academic institutions about my past employment, my workplace ethics, and other information relevant to my suitability for this position except as prohibited by law, including laws concerning medical conditions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving lawful information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

**I also authorize the City to secure financial and credit information, including consumer reports regarding creditworthiness, credit standing, or credit capacity, for the express purpose of considering me for employment, through an appropriate agency.** I understand that the purpose of such information is to help determine my susceptibility to unlawful appropriation of cash or property to which I am exposed, to bribes and to blackmail. I understand that **before taking any adverse action based in whole or part on the report, the City will provide to me: (i) The name, address, and telephone number of the consumer reporting agency providing the report; (ii) a description of my rights pertaining to consumer reports obtained for employment purposes; and (iii) a reasonable opportunity to respond to any information in the report that is disputed by me.** I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation.

It is further agreed and understood that I shall hold the City of Roy harmless for use of any and all information gained through these inquiries.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning but not limited to my credit, academic credentials, past employment and employment references. **I further understand that the statement on this application may be investigated at any time, and that any material misrepresentation or omission in any of my answers or statements may result in cancellation of my application, or if employed, may be cause for dismissal.**

I also authorize the City to supply information about my employment, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for providing this information.

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's personnel policy manual or in communications distributed by the City.

**I hereby acknowledge that I have read and understand the preceding statement.**

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Special assistance with the application and examination process is available, upon request, for persons with disabilities.

Call (253) 843-1113 or Fax (253) 843-0279

Please submit this application for employment  
In person : 216 McNaught St S, Roy, WA 98580  
By mail: PO Box 700, Roy, WA 98580-0700

Signature:

Date: