

ORDINANCE NO. 2016-7

**AN ORDINANCE OF THE TOWN OF EATONVILLE,
WASHINGTON, ESTABLISHING THE POSITION OF
PUBLIC WORKS MANAGER AND AMENDING CHAPTER
2.02 OF THE EATONVILLE MUNICIPAL CODE**

WHEREAS, pursuant to RCW 35.27.070, the Eatonville Town Council has authority to create officer and employee positions for the Town; and

WHEREAS, the Council has considered the needs of the Town and has determined that it would be in the best interest of the Town to create the position of Public Works Manager; and

WHEREAS, the Council has reviewed the Job Description attached as Exhibit A to this Ordinance and finds that the Job Description is appropriate for the position of Public Works Manager; and

WHEREAS, the Finance Committee has considered the creation of Public Works Manager and has recommended approval of the position and Job Description; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF EATONVILLE AS FOLLOWS:

Section 1. The position of Public Works Manager is hereby established. The Public Works Manager shall be appointed by the Mayor. The Job Description for the position of Public Works Manager, as set forth in the attached Exhibit A is hereby approved.

Section 2. Eatonville Municipal Code Chapter 2.02 is hereby amended by the addition of the following new section:

2.02.120 Public Works Manager.

The position of Public Works Manager is established. The Public Works Manager shall be appointed by the Mayor.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. This Ordinance shall take effect after publication of a summary, consisting of the title, pursuant to RCW 35.27.300.

1ST READING: 04/25/2016
2ND READING: 00/00/0000

PASSED by the Town Council of the Town of Eatonville and attested by the Clerk in authentication of such passage this ____ day of April, 2016.

Mike Schaub
Mayor

ATTEST:

Kathy Linnemeyer
Town Clerk

APPROVED AS TO FORM:

Gregory A. Jacoby
Town Attorney

**Town of Eatonville Position Classification:
Public Works Manager**

JOB TITLE: Public Works Manager
DEPARTMENT: Public Works
CLASSIFICATION: FLSA Exempt Non-union position
REPORTS TO: Mayor
HOURS PER WEEK: Salaried Position
SALARY RANGE: \$5,495 – \$6,313

GENERAL PURPOSE: The Public Works Manager administers all public works functions for the Town of Eatonville. He/she supervises staff in the operation and maintenance of electric system, streets, sewers, water, drainage facilities, buildings & grounds, parks, equipment and public works contracts. Work also includes contract management, handling citizen issues and representing the Town to a wide variety of citizens, developers and organizations. The Public Works Director shall oversee the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer, water service, electric service and public improvements for land subdivisions.

INTERPERSONAL CONTACTS: The Public Works Manager is a spokesperson and serves as a consultant to the Mayor and Town Council on matters pertaining to the Town's Public Works programs. This position requires daily interactions with all levels of town staff, businesses, organizations, elected officials and general public and requires the ability to build trust, maintain productive and efficient relationships, and a professional and proactive demeanor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for financial management, operations and maintenance of electric, sewer, water, parks, storm utilities, buildings & grounds, streets and other public improvements.
- Prepares and reviews operating and capital budgets; monitors and approves expenditures.
- Assists the Mayor in the development, implementation, planning and execution of policies, procedures, department priorities, regular maintenance operations, special projects, and capital improvement projects of each assigned Public Works Department work unit.
- Supervises and evaluates the work and performance of Public Works personnel. Interprets policies, takes action to resolve departmental, operational and administrative conflicts and problems.
- Reports to and advises the Mayor on public works projects and activities; participates in plan review to ensure quality and proper layout and maintenance of streets and utility systems.
- Manage capital improvement projects and contracts.
- Plans, organizes and monitors contracted work such as street resurfacing, sidewalk or drainage projects; buildings and grounds maintenance projects; coordinates with engineers and contractors.
- Researches, plans and implements changes in regulations on transportation, utility, storm water safety and other related issues

- Engages in considerable personal contact with citizens concerning service request and complaints; investigates and implements actions.
- Code enforcement.
- Holds/attends meetings within the Town and with outside agencies as required.
- Attends Town Council meetings.
- Attends Planning Commission and Committee meetings as needed.
- Performs other duties as assigned.

KNOWLEDGE/SKILLS

- Extensive knowledge related to management of public works systems, utility operations, planning and construction.
- Extensive knowledge of materials, methods, tools, and standards involved in the installation and repair of streets, electric, storm drains, water, and sanitary sewer systems.
- Knowledge of safety regulations and standards applying to work crews and the public.
- Knowledge of federal, state, and local regulations pertaining to public works administration.
- Working knowledge of related engineering principles and practices.
- Knowledge of municipal organization and management principals.
- Knowledge of federal and state funding sources and requirements.
- Knowledge of contract development and management.
- Ability to supervise, direct and evaluate employees including effective communications, motivations, staffing, discipline and performance coaching and evaluation to produce high performance.
- Ability to prepare complex and detailed records and reports, and to present ideas effectively in oral and written form.
- Ability to organize work and respond promptly to customer service requirements
- Ability to effectively communicate and maintain effective working relationships with management, employees, Town officials and the public in a clear and persuasive manner and to understand and carry out written and oral instructions.
- Ability to make time and material estimates on proposed construction and repair.
- Ability to speak in a public or legislative forum.
- Ability to mediate conflicts, sort out issues, and manage change in relation to overall Town and Department goals and objectives.
- Ability to implement policies.
- Ability to understand, evaluate, and organize budget requests.
- Ability to establish and meet rigid timelines.

QUALIFICATIONS

- Bachelor's degree in Public Administration, Engineering, Planning, Architecture, or closely related field, desired.
- Four years of professional level, supervisory/managerial experience including responsibilities in the area of engineering/public works operations and maintenance.
- Valid Washington State Driver's license and have a driving record acceptable to the Town's insurance carrier.

PHYSICAL DEMANDS

- Requires sitting at a desk for extended periods of time, use a PC work station for extended hours, lift up to 50 pounds on occasion and oversee work in the field.
- Must be able to perform the physical life functions of climbing, stooping, reaching, standing, walking, pushing, grasping, talking, hearing and repetitive motions.

WORK ENVIRONMENT

- Work is performed in an office environment or on-site at project locations. Physical hazards on-site include adverse weather conditions, variable terrain, traffic and construction equipment.
- 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.