



THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WA 98466-6999 • (253) 564-8901 • www.cityoffircrest.net

EMPLOYMENT OPPORTUNITY

POSITION:	Public Works Director
DATE OPEN:	December 4, 2020
DATE CLOSED:	Open until filled (First review – December 28, 2020)
SALARY:	\$97,188 - \$124,032 per year + excellent benefits package

THE POSITION:

The City is seeking a capable Public Works Director to perform a variety of administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Public Works Department. This position serves under the general guidance and direction of the City Manager. Strong interpersonal and communication skills, team-building abilities, and personal ethics are essential.

REPRESENTATIVE DUTIES:

- Plans, coordinates, supervises, directs, and evaluates public works operations.
- Reviews project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
- Coordinates and/or undertakes development or update of City Transportation Improvement Plan, Comprehensive Sewer Plan, Comprehensive Water Plan, Capital Improvement Program, and other plans involving municipal infrastructure.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Coordinates preparation of engineering plans and specifications.
- Coordinates required advertising for bids, reviews construction bids, and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Provides project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

- Coordinates preparation of and updates to sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.
- Maintains infrastructure records, updates public works standards, assures as-built project records, and documents necessary changes.
- Responds to the public or other inquiries relative to engineering policies and procedures on specific projects and other information.
- Evaluates issues and options regarding municipal public works and makes recommendations.
- Supervises and coordinates preparations and presentation of the Public Works annual budget and directs budget implementation.
- Reviews utility permits, street use permits, and franchise utility permits.
- Maintains contact with consulting engineers, project engineers, and other agencies regarding division activities and services.
- Maintains a pavement management system.

THE CITY:

A prime residential community of 6,790, Fircrest is slightly more than one square mile and is located contiguous to Tacoma and University Place. Fircrest is a non-charter code city and operates under a Council-Manager form of government.

THE DEPARTMENT:

Public Works includes the Street, Water, Sewer and Storm Sewer divisions. A transition is also currently taking place for facility and parks maintenance responsibilities to also fall under the Public Works Department. Additional transition is possible. The current staff consists of 8 full-time employees and 1 part-time employee. Once parks maintenance is fully assumed by the department, one more additional full-time employee will be added.

- 33 miles of paved streets, most of which have curbs, gutters, and sidewalks. Most major street and sidewalk projects are accomplished through grant funds.
- 50 miles of water mains, five groundwater wells, and three storage reservoirs. All residential and commercial water customers are metered. There are currently primarily manual read meters for residential and commercial water customers. In 2020, funds were budgeted to begin changing meters to AMI capable meters. Additional funds were obtained from the State Capital Budget to aid in the process of purchasing new meters.
- 33 miles of sewer mains of varying sizes and 5 sewer lift stations. Primary and secondary sewage treatment is currently contracted with Tacoma.

MINIMUM QUALIFICATIONS:

- Degree from a four-year college or university in civil engineering, public administration, construction management or closely related field.

- Four years of professional experience or any combination of education and experience which provides the required knowledge, skills, and abilities.
- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Thorough knowledge of applicable City policies, laws, and regulations affecting departmental activities.
- Considerable skill in arriving at cost estimates on complex projects.
- Skill in operating listed tools and equipment.
- Ability to communicate effectively, orally, and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary research and compile comprehensive reports.
- Physical capability to move about on construction worksites and under adverse field conditions.

SPECIAL REQUIREMENTS:

Valid Washington Driver's license.

DESIRED BUT NOT REQUIRED:

Public Works Experience

Professional Engineer License (PE)

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview(s); background and reference check; and job-related tests may be required.

TO APPLY:

- A formal application and supplemental questionnaire must be fully completed and submitted by December 28, 2020 (first review) to:

City Clerk Jayne Westman

City of Fircrest

115 Ramsdell Street

Fircrest, WA 98466

Jwestman@cityoffircrest.net Phone: (253) 564-8901

You can learn more about our City and the Public Works Department at:

<https://www.cityoffircrest.net/>

You can view the job posting on our website at:

<https://www.cityoffircrest.net/government/jobs/>

- Resumes alone are not sufficient for consideration but may be attached to the application form.
- Applications may be filed in person, by mail, or by e-mail.

GENERAL INFORMATION FOR APPLICANTS

SELECTION:

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- Persons selected for an interview will be notified approximately thirty days following the position's first review date. If you need special accommodation during the interview phase of the selection process, please provide the City with five business days' advance notice. The City endeavors to reasonably accommodate everyone.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT:

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans With Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the workplace.
- The City of Fircrest is a drug-free workplace.