

## **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.