



Public Works Operations Director

City of Kenmore

SUMMARY

Plan, organize, and direct, manage, and oversee the activities and operations of the Public Works Department including transportation facilities, storm drainage, parks, facilities, fleet, engineering review of permits, and capital projects. Serve as City Engineer. Coordinate assigned activities with other departments and outside agencies; provide highly responsible and complex policy and administrative support to the City Manager. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as a senior member of the City Manager's executive team. Provide policy advice and support to the City Manager on a wide range of issues, especially relating to Public Works.
- Under the direction of the City Manager communicate with the community and elected officials on policies, project updates, and budget development.
- Assume full management responsibility for all Public Works Department services, projects, and activities. Plan, direct, and participate in the development and implementation of goals, objectives, policies and priorities for the Public Works Department and its divisions. Participate in the development of City short- and long-range business plans, policies, and procedures.
- Plan, direct, and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, resources, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Assure the effective and efficient maintenance of streets, lighting, water, sewer and drainage systems, buildings and parks, and traffic systems.
- Serve as City Engineer.
- Work and communicate directly with Washington State Department of Transportation and other State and Federal agencies for purposes of funding projects and improving local and regional coordination between the City and these agencies.
- Work with other local and regional jurisdictions including neighboring cities, King County, and Sound Transit to coordinate projects and policy needs. Seek funding and support for infrastructure needs.
- Represent the City at State and regional committees, associations, and planning organizations, including Puget Sound Regional Council and its subcommittees.
- Oversee and be responsible for grant funding applications and administration for Public Works projects.

- Oversee and may directly perform engineering and project management over large and multi-faceted Public Works projects, directing and/or performing project planning and design, developing and administering project terms and conditions, and evaluating contract compliance.
- Direct traffic and multimodal safety activities, including traffic safety studies, best practices, and design, installation, and maintenance of traffic safety devices.
- Direct engineering studies that evaluate feasibility of proposed or ongoing projects or methods, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical leadership and solutions.
- Plan, organize, direct, and coordinate capital improvement projects including engineering design, field survey, property acquisition, and construction.
- Organize, prioritize, and evaluate the work of staff within the department.
- Oversee and participate in analysis of effects/impacts proposed development and new construction on City infrastructure. Supervise and participate in preparing reports in connection with development and construction reviews.
- Oversee implementation of the National Pollution Discharge Elimination System Permit for the City.
- Participate in the development and implementation of policies and ordinances controlling the impact on land use by construction, development, right of way, or infrastructure systems changes.
- Coordinate technical reviews to ensure that impacts of land use actions or complex developments do not adversely affect vehicle, bicycle and pedestrian traffic and stormwater systems. Identify potential conflicts and resolve issues.
- Plan and schedule work, estimate staffing needs, assign projects, review progress and establish priorities for completion, resolving conflicts and ensuring timely and cost-effective completion of work.
- Manage and participate in the programs, activities and projects connected with transportation and related engineering. Prepare the City's transportation improvement plan. Work with the City Manager and Finance Director to develop the City's Capital Improvement Plan.
- Oversee, coordinate, and participate in developing the annual budget for the Department. Recommends projects and project costs.
- Establishes performance standards for the Department. Conduct regular reviews of employee performance.
- Oversee engineering review of permit applications.
- Oversee and/or participate in policy development, such as the Transportation Element of the Comprehensive Plan, infrastructure concurrency policies, impact fees, development fees, proposed zoning changes, new construction, traffic management, and public transportation.
- Participate in meetings, conferences, and training with peers in other agencies as a means of maintaining up-to-date knowledge of trends in the field.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Professional specialization in engineering theory, principles, practices, materials, costs, construction principles, techniques and trends, regulations, standards, and equipment.
- Advanced professional knowledge in one appropriate engineering discipline with additional professional knowledge in other engineering professions.

- In-depth knowledge of program planning, organization principles, budget preparation, labor and cost control, and engineering contract administration.
- Knowledge of modern supervisory techniques including staff development and performance management.
- Well-developed interpersonal skills to convey technical engineering concepts, to facilitate, lead, and guide other professional and technical employees, conduct negotiations, and work cooperatively with internal and external customers.
- Technical writing skills sufficient to prepare requests-for-proposal, process documentation, and communications suitable for external distribution.
- Advanced mathematics skills to conduct financial computations.

Abilities:

- Perform all the responsibilities of the position.
- Interpret, apply, and communicate complex rules, regulations, laws, ordinances, policy, and enforcement information.
- Prepare, review, approve, and interpret engineering and construction plans and specifications, analyze technical design engineering, construction engineering, and surveying problems.
- Plan, assign, supervise, and coordinate the work of managerial, professional, and technical staff.
- Interact, engage in problem solving, build effective teams, and form partnerships with citizens, community groups, developers, and construction managers.
- Prepare and give public presentations.
- Work as a contributing member of a team. Work productively and cooperatively with other teams and external customers and convey a positive image of the City.
- The position requires office and field work.
- Sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time.
- Sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level.
- Visual acuity to create and read three-dimensional and detailed drawings and observe work-in-progress at construction sites.
- Verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- Driving ability to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in engineering, construction management, architecture, or a related field, and
- Ten years' progressively responsible project management, construction management, inspection, community coordination, and land use review experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- A post-graduate degree is desirable.

Licenses and Certificates

- Requires a valid driver's license.
- Designation as a Professional Engineer, licensed in the State of Washington.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, proximity to moving equipment and construction activity.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary. Frequent attendance at night meetings and occasional weekend work is required.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Public Works Operations

FLSA: Exempt

City of Kenmore

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