



Public Works Director

Annual Salary: \$91,854 - \$111,312

Excellent Benefits Package:

(Medical, Dental, Vision, Alternative Care, Vacation + Floating Holidays.
Retirement Contribution to 414H Pick up and Pension begins after six months)

Applications accepted through Friday, February 3, 2023



About the Community

Seaside, Oregon is a dream location with pristine beaches and forests for outdoor enthusiasts and a vibrant community of restaurants, shops, and cultural events. With the Oregon Coastal Highway (Highway 101) as its main thoroughfare, the Necanicum River flowing through the historic downtown area and Tillamook Head on the horizon just two miles south of Seaside, this community offers incredible lifestyle options for its 7,247 residents (2022) and is a top destination for Pacific Northwest tourism. Known for hiking, biking, surfing, birding, fishing, and kayaking opportunities, it is a vacationer's paradise and a resident's delight.



New residents will find a welcoming community with many different ways to get involved and volunteer. A recent construction project resulted in a new middle school, high school and renovated elementary school that serves the communities of Seaside, Gearhart and Cannon Beach. The business community is extremely active with many service groups while also lending great support to youth programs. As in many communities across the country, Seaside has however found itself challenged to provide housing for new residents.

Seaside is just a 90-minute drive from the Portland-metro area for those who still crave urban access and a major transportation hub. In many ways it's a small-town feel with big city amenities. Good hospitals are available in Seaside and nearby Astoria and residents needing health specialists will find them in Hillsboro, Beaverton and Portland.

The community's rich history, beginning with the native Clatsop tribes and later with the Lewis and Clark expedition, invites exploration and a celebration of biodiversity. The city was incorporated in 1899. The Seaside Historical Society Museum and the Seaside Aquarium, the oldest privately-owned aquarium on the west coast, are two great sites for tourists and newcomers to learn more about the community.

The City of Seaside has a Council-Manager form of government with a City Manager and a 6-member Council plus Mayor creating a legislative and policy-making body. The City employs 85 full-time equivalent employees with a budget of approximately \$44.6 million (2022-2023).

This walkable and bikeable city offers a 101-year-old, 1.5-mile oceanfront promenade and seawall and a downtown core with shops, restaurants, galleries, arcades and pocket gardens. The Turnaround, where Broadway meets the Promenade, is one of Oregon's most iconic landmarks with memorable ocean and mountains views. The Seaside Civic and Convention Center brings hundreds of events of all types to the city. Downtown shopping at the Carousel Mall with its traditional carousel plus upscale home and apparel stores entices residents and visitors alike to stroll and buy. The Seaside Factory Outlets are just a short distance from downtown merchants and, like all of Seaside, feature no sales tax.

To learn more, we encourage you to visit:

www.seasideor.com

www.seasidechamber.com

visittotheoregoncoast.com

www.seaside.k12.or.us/aboutdistrict

Position Description

Job Title: Public Works Director
Pay Classification: Full-Time (Exempt) at Range 52 (\$7,632 - \$9,276/mo.) + benefits
Department: Public Works
Supervisor: City Manager
FLSA Status: Exempt

Work Schedule: Typically works five (5) days a week, generally 8 a.m. to 5 p.m. Due to the nature of position, hours are subject to variability that include some evening, weekend and holiday work. Attendance at meetings outside of normal business hours (including City Council meetings and other committee meetings deemed vital for the position) are also a requirement of the position.

Position Summary: The Public Works Department is run in a traditional structure where the director manages and oversees all departmental functions including financial planning and annual budgeting for the streets, parks, water and wastewater divisions. The director oversees a staff of 18 FTEs and manages a budget of approximately \$20 million in personnel, operations and major project management. Other areas of knowledge and oversight include engineering, construction, maintenance and operations of buildings, facilities and major infrastructure.

Ideal Candidate: The ideal candidate will have a broad comprehension and aptitude of the following framework, as laid out by the American Public Works Association:

1. **Transportation:** In Seaside, this includes streets, bridges, sidewalks, bike paths, airport, rivers, traffic control and storm water management.
2. **Sanitation:** Seaside operates a treatment plant and is finalizing the implementation of a new dryer system to be installed April 2023.
3. **Utilities:** This includes water, storm sewer, wastewater and flood control. These utility operations are a function of public works within Seaside.
4. **Buildings & Grounds:** This includes the design, construction, maintenance and management of public buildings and facilities. The Director is responsible for Maintenance of City owned Buildings, City Hall, Police Department, Auxiliary Building (Old Church), Old Hospital Building, Bob Chisholm Community Center, Chamber of Commerce/Visitors Bureau, Nine (9) Public Restroom Buildings, The Promenade and Avenue S Warehouses, and is responsible for assisting the Library, Fire Department and Convention Center with various tasks on their buildings.
5. **Municipal Engineering:** This includes civil and environmental engineering aptitude such as new facilities design, technical studies, construction inspection and surveying. Works closely with engineering consultants.
6. **Fleet Management:** This function involves the procurement and maintenance of city owned equipment and vehicles. City of Seaside provides this service for all city departments in some capacity.
7. **Management and Administration:** This includes operations management and supervision oversight for a staff of 18, financial management and reporting, public relations, procurement of professional services, requesting and evaluating proposals, awarding bids and contract management.

Duties, Responsibilities, Essential Functions:

Though duties may vary greatly with the various events and needs of the office schedule, general responsibilities are as follows:

- The Public Works Director maintains the following licenses for the City of Seaside:
 - Seaside Municipal Airport
 - Oregon Mortuary Board (Cemetery)
 - Boiler/Pressure Vessel Operating Permit
 - Elevator Permit for 1801 South Franklin Building
 - Fuel Station Operator
- Responsible for maintenance of City owned Buildings, City Hall, Police Department, Auxiliary Building (Old Church), Old Hospital Building, Bob Chisholm Community Center, Chamber of Commerce/Visitors Bureau, 9 Public Restroom Buildings, The Promenade and Avenue S Warehouses, and is responsible for assisting the Library, Fire Department and Convention Center with various tasks on their buildings.
- Oversees safety and maintenance of boat ramps, docks and elevated walkways along Necanicum River. The current director holds a Level 1 Bridge Inspector Certification for emergency evaluations after a seismic event.
- Works with the Oregon Department of Transportation on Safe Routes to Schools, highway projects, bridge inspections and traffic signals through Seaside.
- Serves as staff representative for the following commission and committee meetings and the reporting and action steps for each group:
 - Transportation Advisory Commission
 - Parks Advisory Committee
 - Tree Board
 - Airport Committee
 - SDDA (downtown) beautification
- Oversees several maintenance contracts including one for downtown litter and one for downtown landscape maintenance, along with a city building landscape maintenance contract and the citywide contract for HVAC systems.
- Oversees the city's mechanic position, purchasing and scheduling.
- Ensures the maintenance, upkeep and care for the City's 1,300 + acres of Land which include the watershed, parks' land, easements, right of ways, estuary land and city farm.
- With the recent addition of an Administrative Assistant, helps with Grant Writing research, in addition to answering telephones, and writing letters.
- Oversight of street lights throughout the city which include the Historic Concrete Light Poles, Cobra Head style, along with Traffic Signals on City owned Streets.

Qualifications, Report Maintenance, Skills and Abilities:

- **Mandatory Requirements:**
 - Proficient in people management and budgeting theories and principles.
 - Success in the development and maintenance of reports and grant writing.
 - Good understanding of an office environment, computers and related software applications.
 - Updates regular information for the Public Works Department, including FAA information, NOTAM's, and many other agencies including ODOT, COAR, SAM, OWEB, OSMB, DEQ and OHA, which are required every 90-180 days. In addition, IGAs (Intergovernmental Agreements) must be maintained along with As-builts, Easements and Surveys.

- Holds and maintains the gate keys for Weyerhaeuser/Campbell Group/Lewis & Clark Timberlands, while maintaining a log book to account for the keys.
 - Ensures that the City's private Fuel Station located at the Public Works Department Building is operational and in good working order for the public works and public safety fleet of vehicles. Within this structure, maintains fuel readings and ensures info is properly reported each month
 - Permits for various Departments are maintained by the Director, these include WWTP, WTP, DSL, OMD, DEQ, Boat Ramps, etc.
 - Recordkeeping of Overtime, Time tracking and Employee Evaluations. Budgeting for upcoming projects and day to day expenditures, and equipment/vehicle purchasing.
 - Maintains Right of Way Permit Authorizations
 - Tree City USA Reporting, Upcoming year plans and event planning
 - Oregon State Marine Board Tracking of expenditures for Quatat Park and Cartwright Park for the two Grants we receive every other year.
 - Hazardous Material Reporting (Chemicals used at the Water Treatment and Wastewater Treatment Plant) are reported to the State Fire Marshall each year.
 - PCMS Permit (now required by ODOT) and Sign programming operation and oversight
 - Management of the Memorial Benches and Lamp Post Plaques along the Prom and Pergolas.
 - Management of Memorial Bricks (Visitors Bureau, Seltzer Park, Broadway Park, City Hall)
 - Oversees victim services billings for damage to Seaside properties (Police Reports are required for each damage event) while working with Clatsop County Courts.
 - Manages inspections for new Driveways and Sidewalks is an additional task, along with Utility Plan Review of new homes, Right of Way Use Permits, Commercial Buildings and in some cases remodels if the building official and/or planning director needs assistance.
 - Daily operational needs, front counter questions and answers, telephone calls, answering complaints from business owners, residents and tourists.
 - Orders materials and special requests from three (3) foreman positions (streets, water and wastewater).
 - Strong organizational skills are a must while maintaining a list of "to do items" for each department is critical. Many items come from residents, businesses, tourists, and things that are out of place or in need of repair seen when driving the city.
 - The Director is an active member of the City Safety Committee and Emergency Operations team.
 - Provides oversight of houseless/transient population, abandoned trailers and RV's while keeping a log of property photographs and recordkeeping of destroyed vehicles.
 - Works regularly with Fire & Police Departments and consults with City Attorney.
- **Skills and Abilities to:**
 - Provide excellent customer service to staff, citizens and visitors.
 - Apply management theories and practices.
 - Prepare and administers a large and complex budget while tracking and recording expenditures.
 - Write regular reports and resolve conflicts.
 - Promote positive public relations and work with Public Information Officer as needed.
 - Communicate clearly and concisely, both orally and in writing.
 - Comply with safety requirements of the position and actively promote safe work practices.
 - Communicate effectively with coworkers, management, elected officials, and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

- **Education, Experience, Certifications and Licenses:** The ideal candidate will hold a bachelor's degree from a four-year college with major course work in engineering, construction management, business administration, or public administration.
 - Progressively responsible experience in public works departments with 10+ years of demonstrated management or high-level administrative experience is preferred.
 - Candidates with qualifications and experience outside of the public sector that include the oversight, education, management and certifications necessary to run a public works department as described in the above are also strongly encouraged to apply.

Additional Requirements:

- During the term of employment, the Public Works Director is required to become and remain a resident of Clatsop County or live within 30 minutes of Seaside City limits.
- The Public Works Director must maintain a valid State of Oregon driver's license. A CDL is not required but highly encouraged.
- The successful candidate will be required to submit to a pre-employment background investigation, medical examination, and drug screening.

Work Environment: Administrative work is principally sedentary, but involves regular physical exertion, such as kneeling, crouching, or lifting and eyestrain from working with computers, other office equipment and in the field. Work involves the normal risks and discomforts associated with an office and vehicle environment with frequent visits to job sites. Work duties frequently require evening or weekend hours.

Salary: Exempt full-time position @ \$91,854 - \$111,312 (DEQ) + benefits. Applicants must submit complete job application, cover letter and resume to be considered for the position, via online Applicant Pool process. City reserves the right to exclude applicants from process if all submission guidelines are not followed. Link to apply accessed directly at <https://cityofseaside.applicantpool.com/jobs/>.

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.

Last Update: 12/20/2022