

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Public Works Director

Department: Public Works

Reports to: City Administrator

Effective date:

2026 Wage Range: \$126,068.80 - \$141,918.40  
annual (Range 40 of the City Council approved  
wage matrix)

### **SUMMARY DESCRIPTION**

The position of Public Works Director is a full-time, Federal Labor Standard Act -Civil Service exempt management position works under the direction of the Mayor and City Administrator. This position is appointed by the Mayor and confirmed by City Council. Employment is at will. The Public Works Director supervises a team of professional staff and consultants to implement City Council policies and goals, in turn providing a high level of service to Orting residents and upholding a sense of pride in Orting's parks, open spaces and utility services. The individual in this position will align decisions and management practices of the Public Works Department with the City's vision, mission, and goals; namely a commitment to reliable public services provided with integrity, teamwork, and initiative.

The Public Works Director manages a variety of functions of the Public Works Department as a member of the City's Executive Management Team, including engineering services, city capital planning, design and construction, and operations and maintenance of city infrastructure. The individual serving in this position also provides advice and counsel to the Mayor, City Administrator and department heads concerning fiscal, administrative, operational and planning options.

This is specialized work for a municipal government, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of administrative and legislative policies, as well as the policies and ordinances of the City of Orting. The Public Works Director makes reports to, and as required by, the Mayor, the City Council, and the City Administrator. The Public Works Director also completes projects and accepts additional responsibilities as directed by the City Administrator.

The Public Works Director frequently interacts with the City's elected officials, state, county, and municipal government officials, and with consultants conducting business with the City. Furthermore, this individual also works with the City's attorney to protect and benefit the well-being of the City and its residents. These interactions involve a wide variety and range of purposes, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems.

The Public Works Director supervises the activities of all subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and include responsibility to assign priorities, assign specific tasks, review work performed or produced by subordinate staff, direct work activities of subordinate staff.

### **REPRESENTATIVE DUTIES**

*Duties may include, but are not limited to the following:*

1. Manages and supervises public works personnel including but not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; addressing complaints, grievances, and disputes; resolving problems; appraising performance; recommending promotions and disciplinary actions; implementing organizational changes; approving and schedule leave time; and recommending terminations as appropriate.
2. Directs staff efforts in achieving a positive “Level of Service” for the citizens of Orting that reflects pride of ownership in Orting’s facilities, public utilities, parks and open spaces.
3. Leads current and long-range planning processes for the city’s transportation, parks, city buildings, water, stormwater, and wastewater, and coordinates with planning, finance, and other departments to ensure the associated capital facilities planning is incorporated in the city’s appropriate planning and financial documents.
4. Leads public works-related community outreach efforts, including but not limited to community meetings and publications. Communicates effectively with residents and civic groups on public works issues and activities. Interacts with the media on public works issues.
5. Occasionally oversees and assist with the reviewing of plans and project design; perform field inspections on occasion; write and reviews contracts; and perform other working duties required in an organization with a small number of staff and limited resources.
6. Represent the city on public works-related legislative issues and inter-agency relations/negotiations. Leads and ensures frequent and meaningful cooperation and communication with Washington State Department of Transportation.
7. Coordinates, plans, and negotiates with utility companies and regional/local utility service providers.
8. Aggressively and proactively applies for and obtains state, federal, local, and other agency approvals for infrastructure improvements, including but not limited to water rights, well construction, wastewater system expansion, and interchange improvements.
9. Provides directional leadership, guidance, and supervision to subordinates. Oversees departmental personnel practices and compliance with the city’s personnel policies and collective bargaining agreements.
10. Proactively and assertively tracks the cost and progress of public works consultant contracts and construction projects of varying scopes. Holds staff and contractors accountable for meeting project objectives and deadlines. Provides unsolicited updates to the city administrator on operational issues and progress

- on projects.
11. Drafts and presents public works-related legislation and accompanying policy analysis for city council and commission/committee consideration; attends and participates in public meetings.
  12. Applies for grants and loans for capital improvements and represents the city at the meetings required for these grants and loans.
  13. Ensures city compliance with public works-related state and federal regulations, such as the NPDES Phase II stormwater quality regulations and Commercial Driver's License Drug and Alcohol Testing requirements.
  14. Directly oversee and is responsible for utility extension agreements, right-of-way vacations, and the city's concurrency management system.
  15. Monitors and oversee fiscal operations of the department, including budget preparation and recommending utility rate adjustments to city council.
  16. Generate new ideas for improving service delivery to the citizens, visitors, and businesses of Orting.
  17. Serves on the emergency management team and will be called to serve in the emergency operations center during an emergency or disaster. May serve as a section chief.
  18. Supports and promotes the city's strategic and operational goals.
  19. Maintains punctual and reliable attendance.
  20. Oversees Asset Management implementation and maintenance. Knowledge and use of Computer Maintenance Management Systems (CMMS).

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:*

#### **Knowledge of:**

- Project Management
- Group dynamics
- Local government laws, functions and organization
- Management practices and techniques
- Accounting and financial practices and techniques
- Office practices and procedures

#### **Skills & Abilities:**

- Municipal administration, intergovernmental relations and negotiations, and the principles and practices of management, supervision, and capital project budgeting.
- Civil design and construction.
- City organization, operations, policies, and objectives.
- Utility planning and management.
- Private development project review and permitting.
- Principles and practices of leadership, employee supervision, discipline, and training.
- Local, state, and federal regulations and specifications for transportation and utility

projects.

- Washington State Growth Management Act.
- Research techniques and procedures.
- Office practices, procedures, and equipment.
- Principles and practices of civil engineering
- Asset Management, implementation and maintenance.
- Communicate effectively with other employees and the public, individually and in groups, verbally in-person and by phone, and in writing.
- Interact with the public in an effective, customer-friendly manner and establish and maintain effective working relationships with subordinates, city staff, and other organizations.
- Show initiative and creativity.
- Treat others with respect regardless of their status or position.
- Generate new ideas and creatively solve problems.
- Get along with others and work as a member of a team.
- Foster collaborative group process and efficiently use resources.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.
- Research and analyze complex problems and develop, recommend, and implement sound solutions.
- Lead, direct, train, supervise, and evaluate staff.
- Direct, plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements, and progress reviews.
- Manage a multitude of complex projects and tasks concurrently.
- Effectively interact with the citizenry.
- Meet schedules and legal timelines.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

#### **Education/Training:**

- Bachelor's degree in applicable field from an accredited institution (*preferred*)

#### **Experience:**

- Three (3) years of progressive management experience
- Five (5) years' experience in local government
- Experience in Public Works
- Experience working with elected and appointed officials in a variety of situations
- Experience in writing and presenting information to the public and elected officials

#### **License or Certification:**

- Valid Washington State Driver's License

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is generally performed in an office setting. Occasional travel to construction sites and their associated risks will also be expected occasionally. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times

**Physical:** The employee performing the duties of the Public Works Director must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required. The position may require sitting or standing for extended periods of time.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

### **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*