



**CITY OF GRANDVIEW
JOB POSTING
PUBLIC WORKS DIRECTOR**

The City of Grandview has an opening for a Public Works Director. Duties of this position and the terms of employment are in accordance with the City of Grandview Personnel Manual. Salary for the Public Works Director is \$7,497 - \$11,243 per month depending on qualifications. A comprehensive benefits package is also provided.

Applications and job descriptions are available on-line at www.grandview.wa.us or at City Hall, 207 West Second Street, Grandview, WA 98930, (509) 882-9200 and will be mailed upon request. Completed and signed applications can be taken or mailed to the above address or emailed to anitap@grandview.wa.us by 5:00 p.m., Friday, January 31, 2025.

The City of Grandview is an Equal Opportunity Employer.

Publish: Grandview Herald/Prosser Record Bulletin – January 8, 15 & 22
Sunnyside Sun – January 8, 15 & 22
Yakima Herald – January 12, 19 & 26
Tri City Herald – January 12, 19 & 26
AWC Job Net
ICMA Job Board
City's Facebook page
City's Website

POSITION DESCRIPTION

Position: Public Works Director

Department: Public Works

Report To: City Administrator

Revised: January 3, 2025

Position Purpose

The Public Works Director manages the City's Public Works operation, including planning, organizing, and directing the various functions within the department: water supply and distribution, sewage collection and treatment, streets, irrigation, garbage, code enforcement, land use, parks maintenance and other assigned activities. Appointment by the Mayor, subject to confirmation by the City Council.

Direct Supervision

Public Works Facilities Supervisor, Public Works Utilities Supervisor, Wastewater Treatment Plant Supervisor, Public Works Assistant, Public Works Office Clerk and Building Official/Code Enforcement Officer.

Essential Job Functions

1. Plans, assigns, directs, and exercises general management over departmental activities including construction, maintenance, operating tasks, and the most effective and economical use of personnel and budgeting funds.
2. Prepares budget estimates, administers the budget throughout the year. Prescribes general rules, regulations, and administrative policies. Evaluates employee performance and maintains records on all department personnel.
3. Directs Public Works related city services including graffiti removal, code enforcement, inspection and permitting, parks maintenance, street maintenance, cemetery, water pumping, treatment and delivery, wastewater collection, wastewater distribution, irrigation water delivery, and solid waste collection and disposal.
4. Purchases public works material. Maintains inventory of supplies. Maintains records of materials used and costs. Maintains all project records.
5. Attends meetings as City representative of the Public Works Department. Prepares reports for the Mayor, City Administrator, or City Council.
6. Recommends the hiring, disciplining, or discharging of employees within his or her jurisdiction in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
7. Responsible for all risk management within the department.
8. Performs other related duties as required or assigned.

Working Conditions

Work is performed in the Public Works office and in the field.

Minimum Qualifications

High School Diploma or GED equivalent. Bachelor's degree in engineering or associate's degree in a related field or a combination of an associate's degree or other post-secondary education and technical experience which provides suitable knowledge and abilities to perform the duties required.

Thorough knowledge of construction and maintenance methods, materials, and equipment as employed in municipal public works, with not less than five years experience in a municipal public works, or equivalent, supervisory capacity.

Thorough knowledge of administrative practices and procedures related to public works management, safety measures, and precautions. The ability to plan City needs and schedule projects. The ability to establish and maintain effective working relationships with contractors, consultants, public, and fellow employees is necessary.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

Fluency, verbal and written, in English is required, with verbal fluency in Spanish desirable.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

APPROVED:

Shane Fisher, City Administrator

Date