

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Action A 4

DATE: February 26, 2009

SUBJECT: Ordinance 1025-09 Public Works Director

CONTACT PERSON: Laura Koenig, City Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is Ordinance 1025-09 to establish the position of Public Works Director.

SUMMARY STATEMENT:

In 2006, the Council took action to create Department level positions in the City. The ordinances provided for creation of positions, appointment and removal, duties and salary. As a part of those ordinances, the appointment and removal of those employees is subject to confirmation by the City Council.

The position of Public Works Director was not included in the list of positions created in 2006. The attached ordinance (Attachment A) creates the position and defines the duties. The provisions for appointment, removal and salary are the same as the other Department Heads within the City.

RECOMMENDATION:

Move to introduce Ordinance 1025-09 creating the position of Public Works Director for a first reading and pass it on to a second reading.

Attachments: A. Ordinance 1025-09 Public Works Director
 B. Job Description – Public Works Director

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1025-09**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADDING CHAPTER 2.13 ESTABLISHING THE POSITION OF
PUBLIC WORKS DIRECTOR TO THE SULTAN MUNICIPAL
CODE; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City has created the position of Public Works Director through the budget process;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DO
ORDAIN AS FOLLOWS:

Section 1. Public Works Director. A new Chapter 2.13 Sultan Municipal Code, entitled Public Works Director, is hereby enacted, reading as follows:

**Chapter 2.13
Public Works Director**

Sections:

- 2.13.010 Position established
- 2.13.020 Appointment
- 2.13.030 Powers and Duties
- 2.13.040 Oath of Office
- 2.13.050 Salary

2.13.010 Position established

There is established the position of Public Works Director in and for the City of Sultan.

2.13.020 Appointment

The Mayor shall have the power of appointment and removal of the Public Works Director. Such appointment and removal shall be subject to confirmation by a majority vote of the City Council.

2.13.030 Powers and duties

The powers, duties and responsibilities of the Public Works Director shall be subject to the direction, authority and supervision of the City Administrator, and shall include, without limitation, the following:

Organize, direct and coordinate the activities of the City of Sultan Water/Wastewater Treatment Plants, Water/Sewer Systems, Street Maintenance, Surface Water Management Practices, Garbage, Municipal Building Maintenance, Fleet Management, Cemetery, Parks and Traffic Control functions.

ATTACHMENT A 2

2.13.040 Oath of Office

The Public Works Director, before entering upon the discharge of her/his duties shall take and subscribe to an oath of office.

2.13.060 Salary

The Public Works Director shall receive a salary in such amount as the City Council may from time to time establish by ordinance for a permanent hire, and such amount as the Mayor may negotiate and the City Council approve by resolution for an interim appointment.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2009.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

Date of Publication:

Effective Date:

**CITY OF SULTAN
POSITION DESCRIPTION**

TITLE:	Public Works Director	DEPARTMENT:	Public Works
REPORTS TO:	City Administrator		

MAJOR FUNCTION AND PURPOSE

Organize, direct and coordinate the activities of the City of Sultan Water/Wastewater Treatment Plants, Water/Sewer Systems, Street Maintenance, Surface Water Management Practices, Garbage, Municipal Building Maintenance, Fleet Management, Cemetery, Parks and Traffic Control functions.

SUPERVISION RECEIVED

This position serves under the direction of the City Administrator.

SUPERVISION EXERCISED

The position delegate's considerable authority for the performance of technical and day-to-day administrative activities to supervisors since the major emphasis is on overall administration and coordination. Reporting directly to this position are the Public Works Field Supervisor, Construction Inspector, Water Systems Manager, Water Treatment Plant Operator, Wastewater Treatment Plant Supervisor, Waste Water Treatment Plant Operator, City Engineer, Utility Workers and the Administrative Secretary.

SPECIFIC DUTIES AND RESPONSIBILITIES

Determine major departmental policies for planning long-term programs for resolving difficult administrative problems and for managing the department budget.

Confers with and advises department supervisors and leads on problems relating to the activities of their division.

Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.

Develops general policies in consultation with department supervisors for maximum utilization of available financial resources through appropriate allocations of manpower and equipment services.

Perform all administrative tasks involved in managing the water and wastewater system including conforming to water and wastewater quality regulations.

ATTACHMENT B 2

Confers with the Mayor/City Administrator and with appropriate department supervisors concerning maintenance service, solid waste inspections, recycling, refuse collection, and disposal operations. Formulates long-range plans and cost estimates of future expansion of surface water, water and wastewater services report finding to the Mayor/City Administrator.

Establishes policies, procedures and methods for the operation and maintenance of water systems.

Cooperates with the City Engineer in supervising the design and construction of all phases of storm, water and wastewater utility projects.

Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established city policy.

Set department goals and prioritize as appropriate.

Meet with vendors, contractors and consultants regarding departmental activities. When time to replace equipment to gain maximum use at minimum costs, purchase new equipment, dispose of surplus equipment and schedule/monitor equipment maintenance/repair.

Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.

Assist in the preparation of construction/maintenance contracts of equipment and materials bid specifications. Provide for proper distribution of RFP's, analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully and administer the contract.

Assist in recruiting and selection of qualified candidates, development of position requirements, evaluation of employee performance and analyze and assist in resolving human resource problems.

Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the organization.

Maintain awareness of State and Federal safety requirements, monitor operations to assure a safe working environment, provide for necessary safety training (along with Risk Manager), and supervise health testing (hearing, first aid, CPR, spray licensing etc.)

Support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, display initiative to resolve problems and capitalize on opportunities in the job and maintain a work environment supporting fair and equal treatment of employees with in the Equal Employment Opportunity guidelines.

Ability to review plans and oversee construction projects, both City and Developer projects.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Completion of high school or equivalent plus an additional two years of post high school or college level work or a combination of education and experience sufficient to fulfill the two-year education requirement for certification.

Six years supervisory experience with responsibility for human resources, equipment, materials and budget and six years of work experience.

A bachelor's degree in Civil Engineering may be substituted for five years of experience.

Thorough understanding of Water Treatment, Wastewater Treatment, Water/Sewer Operations, Street Maintenance, Surface Water Management, Facilities Maintenance and Parks and Building Maintenance.

Requires the use of personal or city vehicles on city business. Individuals must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of public administration.

Knowledge of principles and practices of personnel management and supervision.

Knowledge of principles and practices of budget preparation and administration.

Ability to organize, direct and coordinate the activities of several divisions.

Certifications in Water Distribution Management, Cross Connection, Sewer Collection Specialist, Water Treatment Plant Operator II and/or Wastewater Treatment Plant Operator II and First Aid.

Knowledge of modern principles and practices of design, construction, operation and maintenance of water and wastewater systems.

Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.

Ability to perform a broad range of supervisor responsibilities over others.

Thorough knowledge of the operation and maintenance requirements of the equipment and machinery used in the public works operation.

Thorough knowledge of safety standards, practices and procedures relating to all facets of public works.

Ability to effectively use oral and written communication in the performance of duties and responsibilities.

ATTACHMENT B 4

Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Ability to perform duties of Connection Control Specialist and Backflow Assembly Tester.

Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.

WORK ENVIRONMENT

See attached Physical Demand Job Assessment Form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Head

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

(Employee signature)