

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: C-8

DATE: September 9, 2010

SUBJECT: Confirm Appointment of Michael Matheson as Public Works Director and City Engineer

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the Council is the confirmation the appointment of Mick Matheson to the position of Public Works Director and City Engineer effective August 23, 2010.

MAYOR'S RECOMMENDATION

The Mayor recommends the confirmation of the appointment of Michael (Mick) Matheson to the position of Public Works Director and City Engineer.

SUMMARY:

The city council discussed reorganizing the public works department to combine the public works director and city engineer positions in 2009 for the 2010 budget. On April 22, 2010 the city council directed staff to advertise for the combined public works director and city engineer position.

The City advertised the position of Public Works Director/City Engineer in May 2010. The City received 8 applications. The city interviewed six candidates in July. The interview process included participation by city staff, city council and the Sultan community. After consultation with city council members, the Mayor determined that Mick Matheson was the most qualified candidate.

Mayor Eslick has offered the position of Public Works Director/City Engineer to Mr. Matheson effective August 23, 2010. In accordance with SMC 2.09 and 2.13, the appointment of the Public Works Director and City Engineer is subject to confirmation by the City Council.

FISCAL IMPACT:

The starting salary for the public works director is \$6,886 per month. Because the public works director and city engineer positions have been combined, the overall impact to the 2010 budget is approximately \$975/month. The overall impact includes

the cost to fill the vacant field supervisor position which was part of the public works department reorganization approved by the city council on April 22, 2010.

RECOMMENDATION

The Mayor recommends the confirmation of the appointment of Michael (Mick) Matheson to the position of Public Works Director/City Engineer.

MOTION:

Move to confirm the appointment of Michael (Mick) Matheson to the position of Public Works Director and City Engineer effective August 23, 2010.

Attachments:

- A. Mick Matheson Resume
- B. Public Works Director/City Engineer Job Description
- C. SMC 2.09 and SMC 2.13

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Michael L. Matheson, P.E.

PUBLIC WORKS DIRECTOR

Summary of Qualifications

Versatile, flexible manager, providing outstanding leadership across civil engineering, land planning, surveying, and landscape architecture infrastructure improvement and site development projects. Strong priority manager, adeptly leading team members to complete project modules accurately and on time; astute budget manager, providing cost-effective oversight and efficient team direction. Able to forge relationships among clients, community members and leaders, officials, and regulatory groups as well as employees. Excellent analytical and problem-solving strengths; strong negotiator, able to resolve issues effectively and quickly.

Highly skilled civil engineer with proven experience meeting budgets and schedules with an exceptional track record of profitable projects for public and private sector clients.

Professional Experience

CIVIL ENGINEER (5/2010-Present) Seattle Public Utilities, Seattle, Washington

- Perform project management, civil engineering design and analysis to determine retrofit improvements to reduce combined sewer overflows to meet or exceed Department of Ecology and EPA requirements.

PRINCIPAL/ PROJECT MANAGER (2000-11/2008) Triad Associates, Kirkland, Washington

- Managed, coached, and motivated teams of technical professionals for multiple clients on over one hundred projects throughout Washington from project inception through buildout. Projects included planning, design, project management, permitting, and construction management of infrastructure improvements including utilities, roadways, storm drainage detention, conveyance, and water quality systems, sanitary sewer, and water systems, sewage lift stations, wetland mitigation, and stream restoration for capital improvements, as well as residential and commercial site developments.
- Member of executive management team involved in corporate decisions regarding strategic planning, personnel decisions, operations, and company policies for a 120- person professional services consulting firm.
- Prepared and negotiated contracts and additional services. Developed and managed budgets and schedules. Responsible for billings and collections.

- Developed strong positive relationships with clients, employees, peers, and agency staff and became a mentor and trusted advisor.
- Collaborated with and directed attorneys, engineers (geotechnical, structural and traffic), contractors, wetland/stream biologists, and architects.
- Presented oral testimony to City Councils, Planning Commissions, and Hearing Examiners in public hearings to promote projects.

PROJECT ENGINEER (1990-2000) Triad Associates, Kirkland, Washington

- Managed multiple teams of civil engineering personnel for numerous clients for hundreds of projects involving infrastructure improvements including roadways, stormwater detention, water quality, and conveyance systems, sanitary sewer and water systems and temporary erosion control.
- Created macro design concepts and led the team to implementation.
- Developed and managed engineering project budgets and schedules.
- Reviewed and stamped drawings and technical reports as Engineer of Record.
- Prepared complex storm drainage reports to design detention, water quality, wetland recharge, and conveyance systems.

DESIGN ENGINEER (1989-1990) Triad Associates, Kirkland, Washington
 (1987-1989) Barghausen Consulting Engineers, Kent, WA
 (1985-1987) Whitacre Engineers, Tacoma, Washington

- Designed storm drainage, sanitary sewer, water, grading, roadways, and erosion control facilities for residential and commercial site development projects.
- Prepared complex drainage reports to design detention, water quality and conveyance systems.
- Prepared quantity takeoffs and cost estimates, and wrote technical specifications.

Education

- BS Civil Engineering – University of Idaho
- Leadership Training Series – Martin-Simonds Associates
- Introduction to Financial Accounting – University of Washington
- Pathway to Principal – Zweig White
- Managing People (Including Yourself) for Project Success – University of WA

Licensure

- Professional Civil Engineer – State of Washington – License No. 26952

Accomplishments

- Selected for Leadership Training to determine Triad Associates next President
- Skiforall (now Outdoorsforall) Volunteer Skiing Instructor for the Disabled
- President, Summit at Sky Valley Homeowners Association
- Advanced Communicator Bronze, Toastmasters International
- Member, American Society of Civil Engineers
- Summited Mount Rainier
- Eagle Scout

**CITY OF SULTAN
POSITION DESCRIPTION**

TITLE: Public Works Director

Effective Date: May 1, 2010

DEPARTMENT: Public Works

REPORTS TO: Mayor/City Administrator

FLSA: Exempt

Major function and purpose

The Public Works Director organizes, administers, and supervises all of the activities of the City of Sultan public works department including water and sewer systems, street maintenance and repair, surface water management, capital planning and construction, solid waste collection, facility construction, maintenance and repair, fleet management, cemetery management, parks and traffic control functions, emergency management, and equipment and public works contracts.

The Public Works Director also oversees the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer and water service and public improvements for land subdivisions.

Supervision received

This position serves under the direction of the Mayor and City Administrator.

Supervision exercised

The position delegates 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, engineers, contractors, construction inspector, in-field supervisor(s) administrative secretary and other staff necessary to fulfill the department's mission.

Essential functions

1. Determine departmental policies for long-term and short-term planning.
2. Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operations.
3. Prepare the annual department budget. Administrate general policies in consultation with department supervisor(s) for maximum utilization of available financial resources through

appropriate allocations of manpower and equipment.

4. Delegate responsibility and appropriate authority for tasks assigned to staff. Set department goals and prioritize as appropriate.
5. Perform administrative tasks to manage the public works department including maintaining awareness of state and federal safety requirements. Monitor operations to assure a safe working environment, provide for necessary safety training, and supervise health testing (hearing, first aid, CPR, spray licensing etc.).
6. Assist in recruiting and selecting qualified candidates. Develop position requirements. Analyze and assist in resolving human resource issues. Prepare and conduct oral and written employee performance evaluations. Recognize outstanding job performance. Effectively correct undesirable trends in performance consistent with established city policies. Mentor employees.
7. Review plans and oversee public and private (developer) construction projects. Perform the duties of the City Engineer in completion of capital projects.
8. Prepare project construction/maintenance contracts and bid specifications. Provide for proper distribution of request for proposals and/or request for qualifications. Analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully. Administer contracts.
9. Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the city.
10. 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.
11. Other duties as assigned.

Other responsibilities

Attend regular and special meetings as required. Concisely present complex technical information and politically sensitive subjects to the city council, planning board, ad hoc committees and members of the public. Participate in emergency management drills and work cooperatively with other agencies during natural and man-made disasters. Attend regional meetings and effectively represent the City of Sultan.

Knowledge, skills and abilities

- Knowledge of the principles and practices of civil engineering as related to the design and construction of municipal public works facilities.
- Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.
- Thoroughly understand modern principles and practices of design, construction, operation and maintenance of water treatment facilities, wastewater treatment facilities, water/sewer

operations, street maintenance, surface water management, solid waste disposal, cemetery operations, fleet and facilities maintenance and parks maintenance.

- Knowledge of civil construction and inspection standards, Washington State Department of Transportation (WSDOT) Standards and Specifications and WSDOT Design Manual.
- Knowledge of Emergency Management Operations and the operation of an Emergency Operations Center.
- Ability to perform a broad range of supervisor responsibilities over others.
- Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.
- Ability to effectively communicate city plans, policies and programs orally and in writing with a broad range of individuals.
- Ability to organize, direct and coordinate the activities of several divisions - water distribution management, cross connection control, sewer collection management, water treatment plant operation, wastewater treatment plant operation, parks and recreation including cemetery, and solid waste management.
- Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Work environment

See attached Physical Demand Job Assessment Form

Minimum qualifications

A bachelor's degree from an accredited university in civil engineering or related field, together with at least four years of responsible civil engineering experience for a municipality, county, state, or engineering consultant is required. Certification as a professional engineer licensed to practice in Washington State.

Six years of work experience with at least two years supervisory experience with responsibility for human resources, equipment, materials and budget. Or, any combination of education, training and experience that provides the required knowledge, skills and abilities.

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. Must have personal insurance coverage.

CITY OF SULTAN
Physical Demands Job Assessment

Title/Position: Public Works Director
Department: Public Works
Regular Work Hours: As needed to complete tasks

Description of Essential Job Functions:

Organizes, administers, and supervises all of the activities of the City of Sultan public works department including water and sewer systems, street maintenance and repair, surface water management, capital planning and construction, solid waste collection, facility construction, maintenance and repair, fleet management, cemetery management, parks and traffic control functions, emergency management, and equipment and public works contracts. Oversees the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer and water service and public improvements for land subdivisions.

Machinery, Tools, Equipment used during a typical day:

Computer, Light Duty Truck and Office Equipment.

Description of Work Environment:

Office and some field work.

Amount of Time Spent	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non Applicable
Sitting			X		
Standing			X		
Walking			X		
Running	X				
Driving		X			
Talking/Hearing				X	
Lifting (<10 lbs.)			X		
Lifting (<25 lbs.)					
Lifting (25>50 lbs.)	X				
Lifting (50>100 lbs.)	X				
Carrying (<10 lbs.)			X		
Carrying (<25 lbs.)		X			
Carrying (25>50 lbs.)	X				
Carrying (50>100 lbs.)	X				
Pushing/Pulling		X			
Climbing Stairs			X		
Climbing Ladders	X				
Bending at Waist			X		
Twisting at Waist			X		
Kneeling/Squatting		X			
Crawling	X				
Reaching above shoulder			X		
Repetitive Arm/Hand Movement			X		
Tasting/Smelling		X			
Using Finger, Handle or Feel				X	

If carrying weight, how far: 60 ft. Is Weight Worn around the Waist? Yes No
 Vision Requirements: No Special Vision Requirements Not Applicable

Yes, the following apply (please check):

Close Distance Color Peripheral Depth Perception Night Vision Adjust Focus
 Small Print Other: _____

**Chapter 2.09
CITY ENGINEER**

Sections:

- [2.09.010](#) Position created.
- [2.09.020](#) Scope of authority.
- [2.09.030](#) Duties.
- [2.09.040](#) Salary.
- [2.09.050](#) Residency.
- [2.09.060](#) Council member ineligible.

2.09.010 Position created.

There is hereby created the appointive position of city engineer, which position shall be filled by appointment by the mayor, subject to confirmation by a majority of the city council; said city engineer to serve at the pleasure of the mayor. (Ord. 816-03 § 1)

2.09.020 Scope of authority.

The city engineer shall perform or supervise the performance of the city engineer's duties as designated by this code and by state statute. (Ord. 1012-09 § 1; Ord. 902-06 § 1; Ord. 816-03 § 1)

2.09.030 Duties.

The city engineer shall have the following specific duties, powers, and responsibilities. Under the direction and authority of the city administrator, the city engineer shall:

- A. Review and comment on developer submittals;
- B. Assist other city staff with technical and engineering issues;
- C. Meet with staff and developers on an as-needed basis;
- D. Assist other city staff with grant applications;
- E. Assist with technical issues related to development, planning, transportation and general city engineering topics;
- F. Review engineering submittals of developer's engineers or city consultants as requested;
- G. Perform other engineering tasks as designated by city code or as otherwise assigned. (Ord. 1012-09 § 2; Ord. 902-06 § 2; Ord. 816-03 § 1)

2.09.040 Salary.

The city engineer shall receive such compensations as may be approved by the city council as established by the city council at the time salaries are set by ordinance, as provided by law. (Ord. 1012-09 § 3; Ord. 816-03 § 1)

2.09.050 Residency.

The city engineer need not be a city resident. (Ord. 816-03 § 1)

2.09.060 Council member ineligible.

No person elected to membership on the city council shall, subsequent to such election, be eligible for the appointment to city engineer until one year has elapsed following the expiration of the last term for which he/she was elected. (Ord. 816-03 § 1)

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.
- [2.13.060](#) Salary.

2.13.010 Position established.

There is established the position of public works director in and for the city of Sultan. (Ord. 1025-09 § 1)

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. (Ord. 1025-09 § 1)

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. (Ord. 1025-09 § 1)

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. (Ord. 1025-09 § 1)

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. (Ord. 1025-09 § 1)