

Desired Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities will qualify. A typical way to obtain the knowledge and abilities would be:

Education

Bachelor's degree in civil engineering or related field.

Experience

Four years of increasing responsibility as a civil engineer for a city, county, state or engineering consultant and two years supervisory experience.

License or Certificate

Certified as a professional engineer licensed to practice in Washington State.

Possession or the ability to obtain an appropriate, valid Washington State Driver's license.

Knowledge Skills and Abilities

- Effectively communicate city plans, policies and programs.
- Organize, direct and coordinate the activities of several divisions.
- Develop long-range plans and programs and make policy decisions.
- Develop a positive working environment

The City of Sultan

Sultan Washington, "Where the Sultan meets the Sky", is a friendly community nestled in the foothills of the picturesque Cascade Mountain Range at the confluence of the Skykomish and Sultan Rivers. Established in the late 1880's and officially incorporated in 1905, Sultan has a rich and colorful heritage. Logging, mining and agriculture provided the economic and cultural foundation in those early years. Today, Sultan is a community with a population that is fast approaching 5,000. With several hundred new homes, as well as commercial/retail projects planned, the City is at the brink of a great transformation.

Located just 45 miles northeast of Seattle, the Skykomish Valley region boasts many outdoor activities such as kayaking, white water rafting, skiing, biking, camping and hunting. In recent years, the Skykomish River has been recognized as one of the top 5 "destination rivers" for fishing by various national outdoor and sporting magazines.

The City utilizes the Mayor/Council form of government. The Council sets policy direction and passes local laws to govern the City. The Mayor and City Administrator are responsible for implementing Council policies and ensuring day-to-day operations. There are seven Council members elected at large. The City has 18 fulltime staff covering administration, public works, planning and building services. The annual budget is \$9.5 million.



Sultan City Hall

Sultan has increased services and maintained staffing during the economic downturn without furloughs, staff reductions or budget cuts.

The public works department includes water, sewer, garbage, stormwater, streets, parks, cemetery, building and fleet.

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CITY OF SULTAN

Public Works Director

\$82,632 to \$93,732 DOQ
Plus excellent benefits

FIRST REVIEW MAY 28, 2010
OPEN UNTIL FILLED

To apply, please send a completed application, letter of interest and resume to cityhall@ci.sultan.wa.us or by mail.

Additional information available on-line at: www.ci.sultan.wa.us/Work/Jobs/

This is an excellent opportunity for a talented public works professional to make a difference in a small rapidly growing community. Sultan is seeking to enhance its public works department and commitment to delivering quality utility and engineering services.



Serving the citizens of Sultan using our knowledge and resources to our full potential.

Sultan Public Works Director

The mission of the Sultan public works department is to serve the citizens of Sultan in an efficient and professional manner using knowledge and resources to their full potential while maintaining quality workmanship.



The department has 9 full-time and 2 part-time utility and support staff providing the full range of municipal services including water, sewer, stormwater, garbage, streets, parks, cemetery, building and fleet maintenance and capital improvements. The 2010 public works operating and capital budget is \$7.5 million dollars.

Current Priorities

1. Wastewater treatment plant facility improvement project (\$18 million)
2. US 2/Sultan Basin Road intersection improvement project (\$4.5 million)
3. 2nd Street reconstruction (\$250k)
4. Safety improvements at city facilities
5. Adoption of updated water and sewer system plans
6. Adoption of updated Park and Recreation Open Space Plan
7. Capital facilities planning

The Position

The public works director is a member of the management team reporting on a day-to-day basis to the City Administrator with oversight by the Mayor. The position serves as a working director with responsibility for all operations and policy development within the department. Responsibilities include creating and implementing strategic initiatives, creating and managing the annual budget, enhancing community relations, and coordinating available resources to provide stability within the department and service delivery to the community.

The Ideal Candidate

The ideal candidate is an effective, accountable public works professional with outstanding leadership skills. The top candidate will bring advanced knowledge of public works best practices and technical experience building a strong team dedicated to excellent customer service and community involvement. Strong management skills, a record of delivering results and building accountability within the department are required.

The ideal candidate will have a can-do attitude and a proven track record of implementing progressive, proactive, and innovative programs to solve problems with a limited budget and work force. The selected candidate will be a community leader, representing the City at various agencies, legislative committees, boards, commissions, community groups and events.



The following are some of the issues and concerns the new director will need to address. The list is not intended to be all inclusive, rather it is a representation of initial challenges and opportunities of the position.

Engineering and Project Management

The position includes city engineer responsibilities. The director will provide city engineer services for public and private capital projects and oversee consultant contracts for large multi-million dollar improvements. The director will provide development review and inspection services.

Capital Facilities Planning

The city must plan ahead to ensure the necessary facilities are in place to meet the city's population projections. The director will be responsible for working closely with the community development department to plan, develop, adopt and coordinate the capital facilities plan to ensure improvements will be in place to serve growth. Updating the city's utility rate studies and recommending new rates and connection fees is a priority.

Operations and Maintenance

For the past decade, the city has struggled to adequately fund facility operations and maintenance. The Mayor and Council have created several dedicated sources of funding for street and facility operations. The director will need to focus attention on deferred maintenance of city facilities and systems.

Policies and Procedures

Risk management, safety training, and operating procedures need to keep pace with new regulations and best management practices. The director will need to update the city's standard operating procedures and mentor public works employees to implement new procedures.