

# THE CITY OF KELSO

## DIRECTOR OF PUBLIC WORKS



**SALARY \$79,418 - \$96,625**

**APPLY BY:**

**TUESDAY, JANUARY 7TH, 2014 (FIRST REVIEW)**

**POSITION OPENED UNTIL FILLED**



The City of Kelso, Washington (pop. 11,940) is seeking qualified, highly-motivated candidates with a passion for public service for the position of Director of Public Works. This position provides strategic planning, supervision, budgetary management and oversight, intergovernmental representation, administration, and direction for the operation of the Public Works Department.

Public services provided by the Department consist of:

- Water treatment and distribution
- Sanitary sewer collection
- Stormwater/drainage management
- Streets maintenance & Traffic control
- Parks & Community facilities

The Director reports to the City Manager, and the Public Works Department operates with 20 full-time and up to 7 temporary/seasonal employees.

## The City

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Located on Interstate 5 in Southwest Washington, Kelso is at the confluence of the Cowlitz, Coweeman and Columbia Rivers. With Portland, Oregon an hour south, Seattle two hours north, and the Pacific Ocean eighty miles to the west, Kelso allows for the convenience and quality of life of a small community, and access to the cultural amenities of two major metropolitan centers. Kelso serves as the seat of Cowlitz County government and shares its western boundary with Longview, the largest city in the region. Mt. St. Helens National Volcanic Monument is an hour's drive to the east and punctuates both the beauty and raw power of the natural environment of the region. Fishing, hunting, hiking, and kayaking are just a few of the outdoor activities residents enjoy all

year. Three Rivers Golf Course is beautifully situated along the Cowlitz River and is open year-round.

Kelso is a chartered, code city operating under the Council/Manager form of government. The Council consists of seven members with the Mayor chosen every two years by a majority of the Council. The 2014 General Fund budget is approximately \$7.5 million with an all-funds budget totaling \$29.2 million.

## The Department

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The Public Works Department's employees serve in the following divisions: **Water/Sewer, Drainage, Parks, Streets & Facilities Maintenance**. Each division has a lead technician who reports to the Public Works Superintendent. All non-exempt employees in Public Works are represented by AFSCME Local No. 1557. The current collective bargaining agreement expires at the end of 2015.

## Kelso Public Infrastructure

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### Streets/Drainage

Paved Street Network	64 miles
Stormwater Catch Basins	1,313
Stormwater Lines	55 miles
Street Signs	2,000
Streetlights	300

### Water

Water Service Connections	4,725
Water Treatment Plant Capacity	3.6 MGD
Avg. Daily Water Demand	2.3 MGD
Reservoir capacity	5.8 MGD
Water Lines	80 miles



## Sewer

Sewer Main	60 miles
Pump Stations	11
Sewer Service Connections	3,954
Avg. Daily Sewer Flow	2.61 MGD
Sewer Treatment	Three Rivers Reg. Wastewater Authority

## Parks & Facilities

Bicycle/Skate Park	Kid's Water Spray Park
Baseball/Softball Stadiums	Senior/Community Center
Kelso Train Depot	City Hall/Public Works Shop

The Engineering Division, historically aligned under Public Works, was recently combined with Building & Planning and reports to the Community Development Director/City Engineer. While Engineering oversees capital project planning and delivery, CIP coordination with Public Works is an essential relationship between the Director and City Engineer. The City also owns the SW Washington Regional Airport. This year, however, the facility's governance was transferred to a separate agency consisting of representatives from multiple jurisdictions. The City's largest water and sewer customer is the Foster Farms Poultry Processing Facility located in the City's light industrial corridor.

## The Position

The previous Director served the City over ten years in the position, and has left behind utilities that are in strong financial shape, a well-trained staff, and an award-winning water treatment system. The new Director will be expected to fill a variety of roles focusing on process improvement, evaluating service

alternatives, and redefining supervisory responsibilities that best fit the City's new organizational model. The Director will have a strong understanding of public works operations and management, experience developing and controlling multi-fund budgets, and display leadership in representing the City on various regional boards and commissions.

## Position Requirements

- Bachelor's Degree in civil engineering or closely-related field;
- Two (2) years' progressively responsible experience supervising professional and technical staff;
- Minimum six (6) years progressively responsible experience in public works or civil engineering, preferably within a municipal organization, with four (4) years supervisory experience within public works/engineering department of a public agency;
- Professional Civil Engineer registration is preferred, but not required;
- Combination of education and experience that demonstrates ability to perform the essential functions of the job.

Application packets and a complete job description can be obtained through Patty Murray at (360) 423-0900 or at the City's website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, cover letter, and writing sample not to exceed two pages to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to [employment@kelso.gov](mailto:employment@kelso.gov) by 5:00pm on January 7<sup>th</sup>, 2014.

Kelso is an Equal Opportunity Employer.

