

CITY OF TONASKET
PUBLIC WORKS SUPERINTENDENT

We are seeking candidates for our **Public Works Superintendent** position. Candidates should have experience with: water distribution and wastewater treatment operations. Must be able to read and interpret complex state regulations and prepare all required reports, understand road maintenance strategies, as well as have strong written, computer & verbal communication skills. This position supervises 3 employees and is responsible for all public works operations of the City of Tonasket; it is a working supervisor position reporting directly to the Mayor. Must complete our application with resume and cover letter. An application packet can be obtained by calling City Hall, 509-486-2132 or by emailing: tonasket@nvinet.com. Or on the city's website tonasketwa.gov. Applications are due December 6, 2021 by 4:30 pm. For more information please contact Alice Attwood, Clerk-Treasurer, 509-486-2132. Tonasket is an Equal Opportunity Employer.

CITY OF TONASKET

DEPARTMENT: Public Works
TITLE: City Superintendent/Public Works Director
REPORT TO: Mayor
WAGE RANGE: \$30.00 - \$34.00 per hour

POSITION PURPOSE:

This is a highly responsible management position. The person in this position is responsible for planning, organizing, directing, and controlling all activities of the Department of Public Works, including operations and maintenance of water treatment, transmission and distribution systems; wastewater treatment and collection systems; streets, airport, Park, Cemetery, roads, sewers, and storm drainage facilities. Determines short-term and long range needs, and develops operations and maintenance plans and budgets. Assures the efficient and economical use of the resources of the department, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.

SUPERVISES: Assistant Superintendent/Wastewater Treatment Operator, Maintenance Worker #1 and Maintenance Worker/Parks and Cemetery Caretaker #2 and any other related positions

ESSENTIAL DUTIES:

MANAGEMENT

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff with recommendations to the Mayor; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Performs annual evaluations of supervised employees.

Attends Council meetings at a minimum of once per month.

Provides advice to boards, commissions, civic groups and general public.

Communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

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City Superintendent

Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.

Develops park maintenance and operating procedures and methods within limits of departmental policies and procedures.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Determines, calculates and secures the appropriate materials and supplies for specific project.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Assigns, supervises and evaluates park maintenance worker, temporary employees, or community service workers.

Responds to public inquiries; provides information within scope of knowledge and position.

Oversees and assists in the mowing and weed spraying and maintenance of city facilities such as parks, cemetery, and city hall. Oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

Assists in setting up and taking down equipment for various park programs, prepares facilities for park use.

Opens and closes, locks and unlocks City facilities as needed.

Oversees fertilizing and planting of grass and plants for landscaping. Knowledge of the use of pesticides. Identify and remove safety hazards and to ensure proper maintenance of facilities and recreational areas for special events and daily use.

Oversees and assists in keeping all park equipment in repair this including picnic tables, playground equipment, and benches.

Oversees the maintenance of the Tonasket Community Swimming Pool.

Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.

Trains and supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.

Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

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City Superintendent

Advises Mayor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.

Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.

Supervises the location of internet, gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress. Ensures education of staff and self to industry standards.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to insure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget.

Analyzes and projects the needs of the city for equipment, roads, and material for completion of the same.

Provides operations guidance for construction of buildings, sidewalks, drainpipe installations, culvert installation and road construction. Addresses storm water retention to be done on site if possible.

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

Performs record keeping that is required by Department of Health, Department of Ecology and other state and federal agencies.

Attends conferences and meetings to keep abreast of current trends in related field, represents the City in a variety of local, county, state and other meetings.

Will perform duties as directed in Municipal Code Book.

Streets, Signs and striping:

Repairs and maintains city streets by hand patching with cold or hot mix; reconditions streets by skin patching and crack sealing; assists in sterilizing of preparation for seal coat; seal coats streets; constructs installs cleans and maintains dry well; constructions, installs and maintains street signs and makings; sets up and sprays traffic messages; paints crosswalks.

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Water:

Installs water services, checks and maintains correct levels of chlorine and ortho-polyphosphates and other state mandated treatment at wells on a daily basis, checks and maintains water reservoirs, wells and all water related equipment.

Sewer:

Applies various clamps, taps and pipes to provide stub service to property; drives or operates continuous or high velocity jet rodder to remove dirt, rock, roots and other debris from sewer lines or storm drains; cleans sewer manholes and adjusts manholes to grade where required, uses shovel and other hand tools to remove dirt from area around sewer lines; back fills holes; maintenance of clarifiers; maintains aerators by checking wear, cleaning and greasing bearings, assists in general maintenance of lift stations; operates dump truck, compaction wacker, pickup, concrete saw, tap machines, loaders, jackhammer and boom truck.

Performs maintenance by checking oil, fluids, water and tire levels and advising of mechanical or operational problems. Does routine housecleaning of lift stations, aerators ponds and sewage treatment plant facilities; and performs related work and overtime as required.

Coordinating meetings with building contractors and permit and inspection personnel.

Ensures industry standards of specifications are met for the wastewater treatment plant and works with the insurance company and state to assure compliance.

Additional Departmental Duties:

Is able to acquire the skillset that deals with state reporting requirements that are performed primarily online and on websites and also done manually.

Will continually seek out further education to keep current regarding state laws and other training pertaining to municipalities.

Directs the acquisition of rights-of-way and easements and the sale of City real property and is the City property manager.

Coordinates departmental activities with city departments and outside agencies. Communicates with appropriate governmental agencies ensuring the city is in compliance with local, state and federal mandates.

Prepares verbal and written reports, memos and related correspondence.

Maintain records of vehicle and equipment maintenance, follow up schedules of preventive maintenance, manpower work records for time sheets.

Delegates duties to other staff members.

Ensures staff members attend ongoing training and that the required certifications are completed.

Strives to have electronic records that would be easily passed on for public records requests.

Would be an emergency point of contact for the city, working with the Sheriff's Department.

Educates self and develops plans to deal with storm water in the city.

Learns the layout/mapping of the City infrastructure.

Other duties as assigned by Mayor.

PERIPHERAL DUTIES:

Works closely with other departments.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Serves on various employee or other committees as assigned.

SKILLS AND ABILITIES:

Must be highly skilled in computer programs, word, excel, adobe, etc.

Must be qualified to operate equipment or able to obtain appropriate qualifications. Ability to analyze situations quickly, calmly, and objectively and to determine the proper course of action.

Use diagnostic techniques and troubleshooting abilities to determine failure in vehicle, equipment and facility mechanical systems and components. Repair, or dispatches for repairs, problems and failures of mechanically functioning equipment.

Must possess good mechanical aptitude to perform weekend services to operate and trouble-shoot pumps for water and sewer and diesel generators.

Must be able to travel and attend educational and industry events that could entail multiple overnight stays primarily in Washington State.

Provide guidance to personnel on proper operations of vehicles and equipment and certifications.

Ability to operate and maintain various hand and power equipment as well as light equipment such as backhoe, tractor, payloader, cement mixer, tamper, welder, gas cutting torch, sprayer, dump truck, mowers, and other equipment as directed.

Ability to interact with public in a courteous and professional manner. Ability to communicate with supervisor and other employees. Ability to follow orders.

Ability to read and understand maps.

Ability to climb in and out of trenches, holes, and equipment.

Ability to lift a minimum of 50 pounds.

Ability to read and understand complicated contract documents.

WORKING CONDITIONS:

To work in any and all weather conditions and at different times of the day and weekends and situations.

Will work at times in water and wastewater, city streets, storm water, cemetery, and parks.

Will be kneeling, lifting, laying, climbing, sitting, walking, crawling and in small confined spaces for repair and maintenance and other tasks.

DEPARTMENTAL JOBS

STREET DEPARTMENT

Storm Drains
Painting
Repair
Lights
Curbs
Asphalt
Alleys
Sidewalks
Snowplowing
Sanding
Sweeping
Bids on Sand & Gravel and Concrete
Signs
Crack Sealing
Spraying
Concrete
Tree trimming

WATER DEPARTMENT

Valves
Testing
Chlorination
Ortho-polyphosphates
Plumbing
Valves, motors, piping, backflow devices and pumps
Repair
Tanks
Lines - distribution
Location of lines
Meters
Fire Hydrants
Winterizing meters
Boilers
Bids
Semi Annual Flushing of Water Lines

AIRPORT

Lights
Painting
Asphalt
Spraying the weeds
Mowing
Crack Sealing

CITY HALL

General Maintenance

CEMETERY AND PARKS

Fertilization
Spraying
Irrigation
Mowing
Plumbing
Fence repair
Installation
Operation of all equipment
Maintenance of Park Playground equipment
Work with concrete
Electrical
Maintenance of Swim Pool

SEWER

Sewer Plant
Testing
Lawn Care
Building Maintenance
Valves
Lines
Pumps and motors
Electric panels
Bids

VEHICLES

Maintenance
Records

INFRASTRUCTURE

City of Tonasket
P. O. Box 487
Tonasket, WA. 98855

Phone 509-486-2132
Fax 509-486-1831

Application for Employment

Date of Application: _____ Social Security No. _____

Name _____
Last First Middle Initial

Address: _____ City _____ State _____ Zip _____

Telephone () _____ Message () _____ Work () _____

Have you ever been employed by us before? Yes () No () If yes, give dates: _____

Relatives Employed by the City: _____

Relationship: _____ Department: _____

Position Desired: _____ Pay Expected: \$ _____

Would you work overtime if asked? Yes _____ No _____

When will you be available to begin work? _____ Driver's License # _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma or GED
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours Worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Attach an additional sheet if necessary

ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military. _____

List professional, trade, business, or activities and offices held. _____

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

PERSONAL REFERENCES (No Relatives)

1. _____ ()

(Name)

Phone No.

2. _____ ()

(Name)

Phone No.

3. _____ ()

(Name)

Phone No.

4. _____ ()

(Name)

Phone No.

Have you ever used an illegal substance? Yes _____ No _____

If yes, what substance(s) _____

When was the last time you used? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses which has not been annulled or expunged or sealed by a court? _____

If yes, explain in full _____

In consideration of the City of Tonasket permitting me to apply for this position, and further processing my application, I hereby authorize the City to perform a background investigation on me. I hereby release, hold harmless and indemnify, from any and all liability for damages, all persons who may provide such information to the City. I further waive any rights that I may have to discover or demand the results of said background investigation and any materials obtained during or related to apply to my heirs, assigns and any other persons claiming through me.

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.

Further, I understand that at time of hire I will be required to provide documentation showing authorization to work in the United States.

Signature of Applicant

Date