CITY OF PALOUSE

POSITION DESCRIPTION

POSITION TITLE: SUPERINTENDENT OF PUBLIC WORKS

The City of Palouse is accepting applications for Public Works Superintendent. Position is open until filled. Situated in the Southeastern corner of Washington surrounded by beautiful rolling hills, Palouse benefits from a small town atmosphere while having quick access to both Pullman, WA and Moscow, ID, both 15 miles to the South. With a population approaching 1,100, Palouse has seen a significant revitalization in the last 20 years with outstanding community pride and involvement.

GENERAL PURPOSE

This is supervisory public works maintenance and construction work. It is an on-the-job working position. Works under the general guidance and direction of the Mayor and directly supervises the city crew.

Performs planning and supervisory duties including scheduling, assigning, coordinating, and evaluating programs and activities relating to the maintenance of streets, water and sewer lines, sewer plant, parks, pool, cemetery, and all associated capital improvements. Supervises all other workers in these areas except the summer employees at the swimming pool. Provides expenditure projections for city budget planning and controls expenditures within the enacted budget.

Must be proficient in operating backhoe, front loader, road grader, dump truck, water pumps, sewer pumps, and other equipment as necessary. Must possess mechanical skills and ability to perform minor electrical repairs. Possesses skills in gas welding, cutting and brazing, arc welding, and understanding of wood and woodworking tools. Responsible for locating underground water and sewer lines and for helping telephone and power companies to locate underground telephone cables, electrical cables and gas lines.

DUTIES OF SUPERINTENDENT

1. Provides short and long-range public works maintenance and construction programs for approval by the mayor and city council and directs and executes approved plans;

2. Contacts contractors regarding bids for contracted projects and keep necessary records for any project involving grant funding;

4. Screens public works job candidates and makes hiring recommendations to the personnel committee of the city council;

5. General maintenance (including snow plowing) and repair of all city streets, city-owned sidewalks, and bridges;

6. General maintenance and repair of all city-owned water and sewer facilities;

7. Care and maintenance of the swimming pool, cemetery, RV Park; and all city-owned parks;

8. Maintenance, repair and operation of all designated city-owned equipment;

9. General care of all city-owned buildings;

10. Report activities and proposed future projects to the bi-monthly meetings of the city council; proposed projects shall have the approval of the city council;

11. Keeping time and material records for each job;
12. Keeping inventory of supplies on hand;

13. Supervises maintenance workers, provides technical and supervisory direction when necessary, and develops work schedules;

14. Provides emergency response to public works or safety problems by making sure one member of the Maintenance Department is available during non-business hours;

15. Performs duties outlined in other city ordinances pertaining to the public works department;

16. Performs other tasks as assigned.

ADDITIONAL REQUIREMENTS

1. Must acquire and maintain a Class I Water Management License within the first twelve months of employment

2. Must acquire and maintain a Washington State Public Pesticide Operator License within the first three months of employment

3. Must be able to perform manual work for extended periods in all weather conditions

4. Must acquire and maintain a valid Washington State Driver’s License and a good driving record

5. Previous experience with maintenance and operation of water and sewer utility infrastructure

COMPENSATION

Base Salary $50,500 - $55,550 DOE with benefits package including medical, dental, access to Voluntary Employee Benefits Association (VEBA) account and city contribution equal to 9% of base salary to government 457 retirement account.

PLEASE SEND RESUME AND COMPLETED APPLICATION TO:

Kyle Dixon, City Administrator

cityclerk@palouse.com | Ph: 509-878-1811 | Fax: 509-878-1320
CITY OF PALOUSE
APPLICATION FOR EMPLOYMENT – PUBLIC WORKS

NAME (Last, First, Middle)          PHONE

EMAIL DOB

POSITION DESIRED:          ___ PW Superintendent          ___ PW Assistant
___ PW Seasonal Assistant          ___ Wastewater Treatment Operator
___ Other

EDUCATION:
Circle Highest Level of Education Completed:          High School          College          Grad/Prof          Other

School Name: ____________________________
Years Completed: ____________________________
Diploma/Degree: ____________________________

CERTIFICATES: (Please include photocopies of all certificates and Driver’s License with this application).
Do you have a valid driver’s license? Yes ____     No ____
Other courses of study/specialized training/licenses/certificates: ____________________________

EMPLOYMENT/VOLUNTEER HISTORY:
Employer: ____________________________
Phone: ____________________________          Month/Year Started: ____________________________          Ended: ____________________________
Job Title: ____________________________          Salary: ____________________________
Supervisor: ____________________________          May we contact this employer? Yes ____     No ____
Work Performed: ____________________________
Reason for Leaving: ____________________________

Employer: ____________________________
Phone: ____________________________          Month/Year Started: ____________________________          Ended: ____________________________
Job Title: ____________________________          Salary: ____________________________
Supervisor: ____________________________          May we contact this employer? Yes ____     No ____
Work Performed: ____________________________
Reason for Leaving: ____________________________

Employer: ____________________________
Phone: ____________________________          Month/Year Started: ____________________________          Ended: ____________________________
Job Title: ____________________________          Salary: ____________________________
Supervisor: ____________________________          May we contact this employer? Yes ____     No ____
Work Performed: ____________________________
Reason for Leaving: ____________________________
REFERENCES: (List three references other than relatives and include name, address, & phone number)


GENERAL:
Are you eligible for employment in the United States? Yes _____ No _____

Detail your experience and/or ability to work independently:


List any equipment you are experienced with, which are pertinent to the position for which you are applying.


Summarize any additional skills/qualifications which you think may be pertinent to the position for which you are applying:


AGREEMENT:
I certify that answers given herein are true and complete to the best of my knowledge and understand that this information may be subject to verification. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the City of Palouse.

Signature of Applicant ___________________________ Date __________

I authorize all previous employers to furnish to the city of Palouse my record, reason for leaving and all information they may have concerning me and I hereby release them and the City of Palouse from all liability or any damage whatsoever arising there from. (Failure to sign does not bar consideration of employment).

Signature of Applicant ___________________________ Date __________

Return completed application to: Kyle Dixon, City Administrator: cityclerk@palouse.com | Fax: 509-878-1320