



JOB POSTING

Class Title: Public Works Director
Department: Public Works
Reports to: Mayor
Union/FLSA: Exempt
Salary Range: \$95,449-\$132,224

Description

The City of Milton is actively recruiting for a service-oriented leader to be our Public Works Director. This position supports the City's mission and values under the broad policy guidance of the Mayor to plan, direct, manage, supervise and coordinate all Public Works activities including Engineering, Transportation, Fleet and Facilities maintenance, Street maintenance, and the Water, Power and Storm utilities. This position also provides oversight to the Planning and Building departments and supervises professional, technical, clerical and operations staff, directly and indirectly.

MINIMUM QUALIFICATIONS

Education: Graduation from a college or university with a Bachelor's degree in Engineering or Public Administration; and four years of progressively responsible supervisory and administrative experience in public works management; or substituting successful completion of a graduate level course work in engineering, public works management or public administration for up to one year of the experience, or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

Licensing: Registration as a Professional Engineer in the State of Washington preferred. Valid Washington state driver's license or the ability to obtain one prior to employment.

DESIRED SKILLS

- Invested in promoting customer service excellence, both internally and externally.
- Participates in, and provides leadership to, City-wide long-range, strategic planning activities in coordination with the Mayor;
- Manages, reviews and prepares plans, goals, schedules and budgets;
- Oversees large capital improvement projects; provides estimates and forecasts of costs for long-range improvement projects;
- Knowledgeable in Public Works Engineering and Maintenance and Operations principles, practices and regulatory requirements;

- Knowledgeable of the organization and management of municipal government;
- Acts as liaison with other cities; counties, regional, state, and Federal agencies in funding and department concerns; responds to complaints or inquiries from citizens on public works matters;
- Responsible for the coordination of street and utility projects to ensure project timeliness and fiscal responsibility;
- Attends City Council meetings and public hearings to present and respond to questions/comments; reviews construction projects; recommends payment of contracts and plans to the City Council;
- Supervises staff, conducts performance evaluations, and apply judgement and discretion in resolving problems and interpreting policies;
- Complete work and projects in a thorough and timely manner showing initiative and positive morale;
- Perform other duties as assigned;
- Approachable, organized and confident, dedicated to building trust, and committed to creating and maintaining partnerships.

The City

Those who live and work in Milton enjoy its small-town appeal and the quiet, peaceful community feel, surrounded by fields, trees, open vistas, trails and gardens. Its quiet atmosphere offers a welcome respite from the hustle and bustle of neighboring Tacoma, just ten minutes away. Through strong leadership, frequent community events, quality schools, and strong relationships between citizens, business and city government, Milton has retained its picturesque charm and quality.