



CITY OF HOOD RIVER

Public Works Director



The Position

The City of Hood River invites qualified candidates to apply to be its next Public Works Director. The Public Works Director is a self-directed and highly accountable position providing oversight, direction, and leadership to the Public Works Department. Specifically, the Public Works Director assumes full management responsibility for all Public Works Department services and activities.

The Director manages the development and implementation of the Public Works Department strategy, work plan, goals, objectives, policies, and priorities for each service area. In addition, the Director continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, and directs the implementation of changes.

The Director actively coordinates Public Works activities with those of other departments and outside agencies and organizations. The Public Works Director effectively represents the Department to other City departments, elected officials, outside agencies, residents, developers, and builders and doesn't hesitate to negotiate and resolve sensitive, significant, and, at times, controversial issues.



Public Works Department

With a staff of 23.8 FTE, the Public Works Department maintains the City's infrastructure to support the growing community. The City owns and maintains over \$80 Million in physical assets, including roads, utilities, and buildings. Inspections and plan reviews are performed under contract with Hood River County. The City's wastewater treatment plant is operated under contract by Jacobs Engineering.

The Operations Division includes the operation and maintenance of roads, parking, parks, sewer, storm water collection systems, vehicle fleet, and waste water treatment plant.

The Engineering Division includes the City's Capital Improvement Program and Development Review. The Director leads the City Engineer in reviewing and approving complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes, and ordinances. The Public Works Director also manages special projects and programs, including capital improvements and engineering studies.



Duties and Responsibilities

- Provide oversight, direction, and leadership to the Public Works Department; advance the projects and goals identified in the City Council Work Plan.
- Directs the functions of the Operations Division including water, wastewater, street, storm, fleet, parks, and building maintenance.
- Directs the functions of the Engineering Division, including review of proposed developments, right-of-way inspections, engineering studies, and city capital projects.
- Supervises assigned professional, administrative, and operations staff; recruit and train staff; assign projects and functional areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems; conduct performance reviews.
- Provides strategic planning to meet multi-year project and budgetary goals. Update and maintain the City's five-year Capital Improvement Plan. Current large projects include an elevated sewer line; replacement of clay and lead jointed pipes, a large stormwater project, wastewater treatment plant upgrades and other deferred maintenance.
- Prepares and administers bid documents and request for proposals in accordance with state procurement rules.
- In coordination with Finance Department, seeks and administers grants, loans and other funding sources for city infrastructure projects.
- Oversees updates of master plans and city regulations pertaining to operations of the Public Works Department.
- In coordination with Planning, Building, Fire and other departments, review plans, permits, and design standards for projects proposed by private property owners and developers.
- Oversee contracted operations and administration of the wastewater treatment plan. In coordination with the City Engineer, review and authorize notice and enforcement of violations. Implement an Industrial Pretreatment Program for Significant Industrial Users, and plan for additional pretreatment and fat, oils, and grease programs in the future. Jacobs is the contractor for operations; Windsor Engineering is the contractor for administration.
- Coordinate department activities with other departments and outside agencies and organizations. Develop and maintain productive relationships with other agencies, including the County, Port, School District, Parks and Recreation District, and state Department of Transportation. Work on multi-agency plans, effectively partner and identify opportunities for collaboration.
- Make presentations to City Council, Urban Renewal Agency, and other city and community groups to explain public works topics.

The Successful Candidate

- Has a background in one or more traditional public works disciplines, construction, and/or engineering, with financial acumen to understand the cost and budget implications of ongoing infrastructure needs
- Understands the importance of maintaining existing infrastructure, designing and building necessary improvements, and planning for future growth
- Is a natural convener and collaborator, with demonstrated experience in building relationships and partnerships; able to consider a variety of views during the decision-making process
- Possesses strong communication skills and the ability to connect with staff, elected officials, and the growing community
- Is creative and collaborative, with a focus on process improvement and innovation
- Maintains an open mind, monitors trends and best practices, and is able to shift gears quickly to prioritize and balance workloads and resource needs to meet project demands
- Is an effective leader, team-oriented, effectively delegates, and holds others accountable; supports staff and removes barriers to enable success

Qualifications

- Five (5) or more years of supervisory experience in public works, civil engineering, or public administration.
- A thorough knowledge of modern principles and practices of public works administration along with considerable knowledge of materials, methods, and techniques used in construction, maintenance and operations of streets, sewers, storm, water, facilities, fleet, and parks are essential.
- A Bachelor's Degree from an accredited college or university in Civil Engineering, Public Administration, Environmental Science, or other related field is desired. A registered Professional Engineer is highly desired

The City of Hood River

The City of Hood River operates as a council-manager form of government. Council members are elected at large in an alternating biennial cycle for four-year terms, and the Mayor is elected for a two-year term. The City Manager is appointed by and serves at the pleasure of the City Council. In addition to the City Manager, a City Attorney and Municipal Court Judge are appointed as officers of the City by the City Council.

Hood River administers a \$54 Million all funds budget and has 70.1 full-time equivalent employees. City departments include Police, Fire, Public Works (includes roads, parks, water, wastewater, and stormwater systems), Planning, and Administration, which includes Finance and Municipal Court



The Community

The City of Hood River, Oregon, with a current population of around 8,000, has seen vibrant community growth over recent decades. Bordered by the Columbia River and Washington State to the north, Hood River is the county seat for Hood River County, which includes over 25,000 residents in the cities of Hood River and Cascade Locks, and the communities of Odell, Parkdale, and Pine Grove. The City, just 60 miles east of Portland, expands with large influxes of visitors seasonally. Hood River is rich in history and scenic beauty and is commonly recognized for its arts, culture, abundant fruit harvests, and world-class outdoor recreation.

The Columbia Gorge has often been described as an “outdoor playground,” and the City of Hood River lies in the heart of it. Within the surrounding area, you'll find some of Oregon's highest mountaintops to ski, snowboard, hike, bike, or climb. Watersports are popular on nearby rivers, including world-class windsurfing and kiteboarding on the Columbia River on the north edge of town, plus stand-up paddleboarding, kayaking, and canoeing. Strong winds in Hood River also offer testing grounds for wind-sport manufacturing and other related industries.

The area's economy is traditionally made up of agriculture, high-tech, professional, healthcare, and sports recreation industries. More recently, Hood River has made its mark in the food and beverage scene as home to an industry-leading vegan food producer, multiple successful brewery labels, and numerous award-winning Columbia Gorge wines.



Compensation and Benefits

The salary range for the Public Works Director position is \$105,324 to \$129,535 and will depend on the qualifications of the successful candidate. A temporary housing allowance may be provided. The City of Hood River offers a competitive benefits package including Medical, Dental, and Vision, with the City covering 90% of the premiums for employees and eligible dependents. The City grants 12 holidays and one floating holiday along with Vacation, Sick, and Administrative Leave. Life and AD&D policies are provided at no cost to the employee, and the retirement plan is through PERS. Employees are also eligible to establish a Deferred Compensation Account.

How to Apply

The cover letter should express your interest in the City of Hood River and how you would successfully contribute to the role of Public Works Director and should be addressed to City Manager Abigail Elder. Please submit your resume and cover letter to Jen Gray at j.gray@CityofHoodRiver.gov. First review of applications will begin August 7, 2023.

The City of Hood River is an equal opportunity, affirmative action employer. In compliance with the Americans with Disabilities Act, the City of Hood River provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations.