



CITY OF REDMOND
invites applications for the position of:

Assistant Director Public Works

SALARY: \$54.38 - \$73.41 Hourly
\$9,426.00 - \$12,725.00 Monthly
\$113,112.00 - \$152,700.00 Annually

OPENING DATE: 02/14/19

CLOSING DATE: 03/03/19 11:59 PM

JOB TYPE: Regular, Full-time

LOCATION: City Hall, 15670 NE 85th St, Redmond

DEPARTMENT: Public Works

JOB RESPONSIBILITIES:

The City of Redmond is actively seeking two (2) community minded leaders! Both positions support the City's mission, vision, values and strategic initiatives, and work under the general direction of the Public Works Director to plan, direct, manage, supervise and coordinate all Public Works related activities. This level of decision making requires sound judgment, high level Public Works knowledge, and the ability to recognize and understand the impact of decisions.

We currently have two leadership opportunities at the **Assistant Director** level (full classification descriptions below):

- [Maintenance and Operations Assistant Director](#) of Public Works.
- [Assistant Director/ City Engineer](#) of Public Works.

Our ideal candidate would encompass:

- Focus on fostering relationships within the organization and explores new opportunities to partner with key members of Public Works.
- Investment in promoting customer service excellence, both internally and externally.
- Experience in inspiring and leading teams; and who understands the importance of executing plans, schedules and budgets; influential in arriving at mutual decisions through efficient use of resource allocations.
- Knowledgeable in Public Works Engineering and Maintenance/Operations principles and practices.
- Knowledgeable in business management practices and the development of performance metrics to measure success.
- Approachable, confident, dedicated to building trust, and committed to creating and maintaining partnerships.

UPON CLOSER LOOK:

Knowledge of and Skills in:

- Maintenance, operations, and regulatory requirements in the areas of responsibility: streets, water, stormwater, wastewater, facilities, and fleet **OR** Principles and practices of Civil Engineering programs, urban planning, municipal utilities, transportation planning and construction project management and fundamentals and technical aspects of civil engineering.
- Project management principles and construction techniques.
- Federal, State and regional codes and regulations governing civil engineering and public works projects.
- Strategic and tactical planning (both long and short term).
- Employee supervision and performance management.

- Methods for budget preparation, justification, presentation, and management; financial policy development and assessment.
- Asset management principles and practices.

Abilities to:

- Organize work, set priorities, and meet multiple deadlines and establish clear job priorities and expectations.
- Develop quantitative and qualitative performance measures and apply these measures when reviewing the work of subordinate employees.
- Remain current regarding new technology and practices, industry regulations, research studies, new guidelines and legal issues.
- Analyze technical issues, evaluating alternatives and making recommendations.
- Interpreting and applying engineering safety standards, complex variables, State and Federal regulations, City codes and policies, and Department standards.
- Develop and implement procedures for cost effective management of resources.

DO YOU HAVE WHAT IT TAKES:

Education and Experience:

- Bachelor's degree in a related field; and 5 to 7 years of experience in any of the following public works divisions: Maintenance and Operations, Civil Engineering, Public Administration.
At least two (2) years at the management or supervisory level.
- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities.
- Public sector work experience **preferred**.

Licenses and Certificates:

- Valid Washington State Driver's License and a driving record that meets City standards
- **Maintenance and Operations ONLY:** Certification by the Department of Health as a Water Distribution Manager IV (WDM4) **preferred**
- **City Engineer ONLY:** Registration as Professional Engineer with the State of Washington **required**, or ability to obtain Washington Registration within one year of employment.

FOR MORE INFORMATION:

Working Conditions: Works both indoors in a clean, climate-controlled workspace and outdoors, sometimes during inclement weather. Required to sit, talk, and hear; frequently required to use hands-to-finger, feel or handle writing utensils, computers and office supplies which require repetitive arm wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus. The employee is occasionally required to lift or move up to 50 pounds. May need to inspect infrastructure, development, field operations and work sites, and visit various meeting sites. Site visits may require walking on uneven, rocky, or rough ground. Subject to 24-hour emergency call out.

Benefits: The City of Redmond offers an excellent benefits package including: flexible work hours; medical, dental and vision benefits; paid sick leave, vacation and holidays; life insurance; retirement; and career development including tuition reimbursement.

City of Redmond Values:

Integrity: We demonstrate sound, honest, truthful and consistent actions.

Accountability: We take ownership of our actions and responsibilities.

Commitment to Service: We are dedicated to seeking solutions for our community.

Welcoming: All residents are able to fully and effectively access City services, influence City policy and direction, and feel a sense of belonging in Redmond.

Selection Process: The City may review existing application pools to fill this position, or use this pool to fill future vacancies. Top candidates will be contacted to participate in the next phase of selection, which may include an interview. Candidates who are selected to interview will be required to complete a Background Authorization form to have a thorough background investigation conducted.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.redmond.gov/employment>

Position #1900310
ASSISTANT DIRECTOR PUBLIC WORKS
KD

15670 NE 85th Street
Human Resources - 3rd Floor
Redmond, WA 98052
425-556-2120

redjobs@redmond.gov

Assistant Director Public Works Supplemental Questionnaire

- * 1. How did you hear about this position?

- * 2. Please indicate your level of education.
 - High school diploma or GED
 - Vocation certification
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - J.D.
 - Ph.D.
 - None of the above
- * 3. Please select the option that best describes your major or area of study:
 - Business Administration/Management
 - Engineering
 - Public Administration
 - Unrelated
 - I do not have a degree
- * 4. How many years of experience do you have in a managerial or supervisory role?
 - Less than 11 months
 - Between 12 and 23 months
 - Between 2 and 4 years
 - More than 5 years
 - None
- * 5. Please indicate which position you would like to be considered for:
 - Maintenance and Operations Assistant Director of Public Works
 - City Engineer /Assistant Director of Public Works
 - Both positions
- * 6. Please briefly describe your selection in question 5, please include why you are the best fit for the position you selected.

- * 7. Please select the number of years of experience you have in public works maintenance and operations
 - 1-2 years
 - 3-4 years
 - 5 years
 - 6 years
 - 7 years or more
- * 8. Please select the number of years you have in a professional civil engineering capacity:

- 1 - 2 years
- 3 - 4 years
- 5 years
- 6 years
- 7 years or more

- * 9. Please briefly describe your experience with performance management.

- * 10. Please briefly describe your experience with budget preparation and management.

- * 11. Do you have a waterworks certification from the Department of Health as a Water Distribution Manager IV (WDM4)
 - Yes
 - No
- * 12. Are you registered as a Professional Engineer with the State of WA?
 - Yes
 - No
 - No, but i have the ability to obtain Washington Registration within one year of employment.
- * 13. Do you have work experience in the public sector?
 - Yes
 - No
- * 14. Please briefly describe the public sector experience you have, if you do not have public sector experience please say N/A.

* Required Question