



City of Umatilla

Job Title:	Public Works Director	Job Category:	Non-Union; Exempt
Department/Group:	Public Works	Pay Grade:	N
Location:	City Shops	Reports to:	City Manager
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	Exercised: Managers, Supervisors, and Administrative Support Staff. Received: Works under the direction of the City Manager.		

Minimum Qualifications:

- Bachelor's Degree in business administration, public administration, civil engineering, water resources management, or related field.
- At least five years of progressively responsible administrative experience in the public works field and three or more years in a supervisory capacity.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Working knowledge of government public works management and applicable federal and state law regulations.
- Thorough knowledge of modern principles and practices of construction and maintenance methods, materials, and equipment.
- Thorough knowledge of administrative practices and procedures related to public works management, safety measures, public works planning, design, maintenance, construction, fleet management, and precautions.
- General knowledge of engineering principles and practices.
- Possess and maintain a valid driver's license with an acceptable driving record.
- Must be bondable.

Job Description

GENERAL PURPOSE

This position plans, organizes, directs and controls all City Public Work functions including: planning, leading and organizing all public works activities relating to engineering, street, water, sewer, storm water, irrigation, solid waste, parks, facilities and fleet operations, emergency response for snow/ice/flood/severe weather, and services within the City by establishing goals and objectives within the policy directives set forth by the City Council and City Manager.

The Public Works Director performs supervisory, administrative and professional work including planning and budgeting for the Public Works Department. Functions as mandated by ORS and the Umatilla Municipal Code. This position is an Executive level, exempt position answering directly to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides quality and efficient department operations by providing leadership and supervision to subordinates. Direction includes delegation of authority, assignment and review of work, providing assistance, approving time sheets and department employee leave requests, administering discipline, evaluating performance and making hiring, termination and pay change recommendations in accordance with approved policy.

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, and directs changes as needed.

Develops, recommends, implements and evaluates the policies, procedures, strategies, work standards and goals for a department that are aligned with City-wide goals and priorities. Maintains, updates and ensures procedural compliance for mandated programs. Develops administrative policies, budget goals, labor strategies and strategic goals in collaboration with the City Manager that are aligned with Council goals and priorities.

Develops, recommends and monitors the department operating and capital budget by reviewing past expenditures, analyzing future needs and making determinations regarding the necessary resources to accomplish department goals and meet community needs. Approves expenditures to ensure compliance with budgetary guidelines.

Assures the efficient and economical use of department funds, materials, facilities and time. Evaluates utility rates, with the assistance from the Finance Department, and makes recommendations.

Provides advice and counsel to City Manager and implements directives; represents the department and City at meetings and conferences; facilitates, leads, and/or participates in meetings and committees; serves as a liaison between departments, external organizations, the general public, and other agencies.

Provide subject matter expertise, in conjunction with consultants, during contract negotiations and work with community members, customers, and businesses to ensure obligations are met.

Directs the preparation and review of staff reports, letters, memos, and/or other related correspondence. Gathers, interprets and prepares data for studies, reports and recommendations; coordinates department programs with other departments and governmental agencies. Drafts new or amends City ordinances as applicable for consideration by the City Council.

Prepares and presents agenda items (including agenda bills) to various boards, commissions, and committees including the Umatilla City Council. Also responsible for preparing and presenting technical reports and studies.

Responds to stakeholders and citizen concerns and issues and determines appropriate resolutions to maintain positive community/customer relations for the department and the City, and assure that complaints regarding any departmental activity are investigated and resolved.

Analyzes and evaluates operations and develops and implements corrective action to resolve problems.

Develops and implements internal policies, procedures and standards consistent with applicable laws and recognized public works best practices and standards. Assures compliance with established policies and procedures. Appraises efficiency and effectiveness and takes necessary actions to improve operations.

Interacts with external regulatory agencies and provides technical information to City officials and others. Prepares the annual department budget and justifies budget requests and amendments.

Communicates effectively, both orally and in writing, with individuals or groups regarding complex or sensitive issues or regulations.

Prepares and directs preparation of comprehensive reports, budgets, department materials and correspondence.

Plans, organizes, directs, and coordinates the work of subordinates including monitoring work schedules and evaluating the work of others.

Works flexible hours with some evening and weekend work, including public works emergency services.

Provides managerial leadership to the Public Works Department by planning and organizing workloads and staff assignments, reviewing progress, and directing changes in priorities and schedules as needed.

Maintains a good working relationship with co-workers and other agencies.

May serve as a Public Information Officer (PIO) as needed.

Provides the public with information about water and sewer locations as needed.

Manages grants that are specific to Public Works projects.

Works with the public and establishes new boards or committees in order to find solutions to issues that are complex in nature.

Contributes to effective City operations by performing other duties as assigned. Works with other departments, citizen groups, and others.

This list is illustrative only and not intended to specify every duty and job responsibility.

SKILLS

Writing, customer service, interpersonal, presentation, process management, computer software (mapping software particularly desired), analytical, budgeting, contract management, and leadership.

Ability to apply complex state and local laws as required.

Extensive experience in project management. Especially those involving multiple funding sources.

Public Works sometimes involves controversial issues. The Public Works Director should be able to maintain good working relationships with the public even when there is strong vocal opposition. The Public Works Director should be prepared to attend meetings after normal working hours.

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of GIS software and mapping.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands arms and wrists. Occasional stooping, crawling, kneeling, climbing, handling, bending, and repetitive motion.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is moderately exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. Work often is around heavy equipment, traffic, ladders, open trenches, scaffolding, and heights with occasional exposure to dust, chemicals, fumes, odors and gases, tripping hazards, unstable walking surfaces, unrestrained animals, and inclement weather. Interruptions and distractions are frequent and occur daily.

Last Updated By:	Jonathan Egan	Date:	May 13, 2026
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