

CITY OF JOSEPH
PUBLIC WORKS DIRECTOR

Department: Public Works

Reports To: City Council/PW Council Committee

Employment Status: Full-Time

FLSA Classification: Exempt

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment. The job description does not constitute an employment agreement between the employer and the employee. The employer may change it at any time. Reasonable accommodations may enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual or others.

POSITION SUMMARY

The Public Works Director is responsible for the planning, management, and oversight of the City of Joseph's public works infrastructure and operations. Under the direction of the City Council and in close coordination with the City Administrator, this position provides both strategic leadership and direct operational management across all areas of public works, including utilities, streets, capital projects, and related services. The Director is expected to uphold the highest standards of integrity, transparency, and accountability in service to the City and its residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the work performed in this position. This list is not exhaustive and other duties may be assigned as needed.

Infrastructure & Utilities

- Plan, manage, and oversee the maintenance and improvement of city utilities including water, wastewater, sewer, and street systems to ensure reliable and high-quality service delivery.
- Direct capital infrastructure projects from initial scoping through completion, including budget management, timeline oversight, and contractor performance evaluation.
- Serve as the City's primary point of contact for public works permits, contracts, and coordination with external agencies and regulatory bodies.

Strategic & Administrative Leadership

- Provide data-driven recommendations to the City Council and City Administrator on infrastructure investment, land use, and long-range capital planning.

- Develop, manage, and monitor the Public Works department budget in alignment with the City's fiscal policies and strategic priorities.
- Ensure departmental compliance with applicable Oregon land-use regulations, city ordinances, and public contracting requirements.
- Assist in the preparation and presentation of reports, plans, and documentation for City Council review and approval.

Community & Council Engagement

- Attend City Council meetings and present clear, accurate updates on department priorities, project status, and operational needs.
- Represent the City of Joseph professionally in all public interactions, fostering trust and confidence among residents, partner agencies, and stakeholders.
- Respond to citizen inquiries and concerns related to public works in a timely and professional manner.

Supervisory Responsibilities

The Public Works Director may oversee one or more Public Works department employees. Responsibilities include assigning and reviewing work, providing guidance and support, and participating in performance evaluation in coordination with the City Administrator.

MINIMUM QUALIFICATIONS

Preferred:

- Bachelor's or Master's degree in Civil Engineering, Public Administration, Construction Management, or a closely related field.
- Minimum of 3 years of progressive experience in public works, municipal operations, or infrastructure management.

Alternate Path:

- A minimum of 10 years of relevant professional experience in public works or infrastructure management will be considered in lieu of a degree.

Certifications (Preferred):

The following Oregon certifications are not required but are strongly preferred. Candidates who hold one or more certifications will receive greater consideration in the selection process.

- Wastewater Treatment Operator — Grade 2
- Collection System Operator — Grade 2
- Water Treatment Operator — Grade 1
- Water Distribution Operator — Grade 1
- Cross-Connection Control Specialist

Core Competencies:

- Working knowledge of municipal infrastructure systems including water, wastewater, sewer, and streets
- Familiarity with Oregon land-use planning and public contracting requirements

- Sound fiscal management and budget planning experience
- Strong written and verbal communication skills
- High ethical standards and a collaborative, service-oriented leadership style

Licensing & Transportation:

- A valid Oregon Driver's License is required. The ability to operate city vehicles and equipment in the field is an essential function of this position.

ADDITIONAL REQUIREMENTS

On-Call & Emergency Response

This position is subject to on-call availability outside of regular business hours. The Public Works Director is expected to respond to emergency situations — including water main breaks, utility failures, or other infrastructure incidents — as needed to protect public safety and minimize service disruption.

Residency Requirement

The Public Works Director must be able to respond to the City of Joseph within 45 minutes. Candidates must reside within, or be willing to relocate to, a location that meets this response time requirement prior to beginning employment.

At-Will Employment

This is an at-will position. Employment may be terminated by either the City or the employee at any time, with or without cause, and with or without notice, subject to applicable Oregon law.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

This position requires the ability to work both in an office setting and in the field. The Director may be required to perform site visits, inspect infrastructure, and work in varying weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION & BENEFITS

Salary: Starting at \$80,000 per year, commensurate with experience

Benefits:

- Oregon Public Employees Retirement System (PERS) enrollment
- Comprehensive medical and dental insurance
- 9 paid holidays per year
- 120 hours of PTO per year
- 120 hours of vacation leave per year
- Basic life insurance (supplemental life insurance available)

The City of Joseph is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other status protected by applicable law.

NOTE:

Class specifications are intended to present and illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of this position. Specifications are not intended to reflect all duties performed by employees. This job description does not constitute an agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.