



**The City of Amity is seeking applicants for the Public Works Superintendent position.**

This position, under direction of the City Administrator, serves as the director of the City of Amity Public Works Department (including streets, water treatment and distribution, wastewater treatment and collection, parks, storm water, and facilities maintenance), responsible for planning, organizing, staffing, directing, and coordinating all public works department services. *This position also serves as a wastewater collection and treatment plant operator AND/OR water distribution or water treatment plant operator.* This class coordinates with other city departments and government agencies in preparing for, responding to, and recovering from disasters. This position is responsible for the oversight of multiple ongoing infrastructure projects. Other duties may be assigned as required.

This class is distinguished as being at the department head level having responsibility for oversight of all activities and operations of the City of Amity Public Works Department. Serves as a member of the City Administrator's executive management team. Provides highly responsible and professional staff assistance to the City Administrator and City Council. This position ensures the City of Amity water and wastewater systems are compliant with state and federal regulations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with elected officials, city administrative staff, co-workers, vendors, and the public. This is a full-time, regular, exempt position.

This position is considered a working supervisor position.

SALARY RANGE (DOE)

\$55,000 - \$65,000 – Annually

**This position posting will remain open until filled.** Please visit the City's website: <https://www.cityofamityoregon.org> for a full position description and City employment application. First review of applications is anticipated November 14, 2022.

APPLY TO

City of Amity, 109 Maddox Avenue, P.O. Box 159, Amity, OR 97101  
(503) 835-3711

POSTED October 21, 2022



City of Amity Class Specification  
**Public Works Superintendent**

Updated 2022

SALARY RANGE

\$55,000 - \$65,000 - Annually

NATURE OF WORK:

Under the guidance and direction of the City Administrator, serves as the director of the City of Amity Public Works Department (including streets, water treatment and distribution, wastewater treatment and collection, parks, storm water, building and facilities maintenance), responsible for planning, organizing, staffing, directing, and coordinating all public works department services. *This position also serves as wastewater collection and treatment plant operator AND/OR water distribution or water treatment plant operator.* This class coordinates with other city departments and government agencies in preparing for, responding to, and recovering from disasters. The employee of this class is expected to resolve administrative and policy problems for the public works department and to work with other governmental agencies in providing public utility services. This class coordinates with other city departments and government agencies in preparing for, responding to, and recovering from disasters. This position is responsible for the oversight of multiple ongoing infrastructure projects. Other duties may be assigned as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as being at the department head level having responsibility for oversight of all activities and operations of the City of Amity Public Works Department. Serves as a member of the City Administrator's executive management team. Also serves as the technical advisor to the City Council, Planning Commission, City Administrator, and City staff relative to ensuring the safe, legal, and ongoing operations of the City's utility systems and services and overall infrastructure. Work is subject to review for results and conformance with City Council policies by the City Administrator. Work is performed based on program changes assigned by the City Administrator consistent with the principles of modern utilities, parks and streets management. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with elected officials, city administrative staff, co-workers, vendors, and the public. This is a full-time, regular, exempt position.

SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of the City Administrator regarding the performance of activities that relate to Public Works services. Works under the direct supervision of the City Administrator regarding all other duties including budgeting, staffing, personnel matters, scheduling, and purchasing.

The Public Works Superintendent directly supervises all public works employees. This position is considered a working supervisor position.

ESSENTIAL FUNCTIONS:

*The following duties are a representative sample of the level of responsibilities, but do not include all the duties of a similar complexity and responsibility, which may be assigned to a position in this class.*

- Plan, direct, and review the operation, services and activities of the Amity Public Works Department; administer the overall operation of the department, including personnel administration, budgeting, emergency planning and response, and community relations; determine departmental priorities and schedule maintenance and city construction projects; assess community service expectations and requirements and develop appropriate methods to meet service requirements; ensure the maximum utilization of personnel, equipment, and supplies;
- Coordinates department activities, discusses issues, and resolves problems with other departments, outside agencies and organizations;
- Oversee and direct departmental office operations; maintain appropriate records and files; coordinate workflow; prepare reports, agenda items, memoranda, letters and other forms of correspondence; as necessary assist in the bid process for capital projects; maintain fixed assets;
- Develop, plan and implement departmental goals and objectives; develop, recommend and administer approved policies and procedures; coordinate departmental activities with those of other city departments and outside agencies and organizations; provide professional and technical advice and assistance to the City Administrator and City Council on matters related to departmental functions; prepare and present staff reports and answer questions;
- Within City policy, establishes policies and procedures for public works department operations; review departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies;
- Supervise and participate in the development and administration of the department budget; participate in the forecast of revenue, expenses and additional funds needed for staffing, equipment, materials, supplies, and short- and long-term capital maintenance and capital improvement plans; administer the approved departmental budget; and control the expenditure of departmental appropriations;
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources as necessary;
- Recruit, select for recommendation to the hiring authority, train, supervise, and evaluate public works department staff; plan, organize, select and supervise the work of departmental staff; establish class specifications; job descriptions; and standards of performance, coach, motivate, monitor, correct and evaluate staff performance; develop and implement staff training and safety programs and plans; recommend employee recognition; undertake employee discipline and termination; ensure that city policies and employee agreements are implemented and applied consistently within the department;
- Provide supervision, support, and tracking of volunteer activities; recommend recognition of volunteers;

- Respond to call outs as needed;
- Safely operate backhoe, generator, welder, dump truck, other construction equipment, as needed:
- Safely operate, maintain, and repair all Public Works facilities, vehicles, tools and equipment;
- Maintain and repair City owned facilities, properties, and rights of way;
- Assist in development of mutual aid agreements with emergency response agencies in neighboring jurisdictions; direct mutual assistance response when appropriate;
- Research new sources of department funding; prepare and/or assist others in the preparation of grant requests; coordinate the application process and oversees activities related to administration of program grants;
- Evaluate department operations and activities for cost effectiveness to ensure optimum use of resources; make recommendations for changes to strengthen and improve activities and operations;
- Direct and monitor public facilities planning; assist with preparing an annual Capital Improvements Program;
- Enter and manipulate data, or create maps or spreadsheets, and write reports, using computer keyboard and video display terminal; use computer, calculator, telephone, fax, copier and printer;
- Represent the department and City and participate in professional and public meetings and organizations, as appropriate; attend staff meetings; participate in mandated training and staff development; respond to and meet with property owners, homeowner groups, businesses, and the public as appropriate; respond to and address relevant inquiries, information requests, and complaints; meet with, provide information and negotiate with various regulatory agencies to satisfy their requirements; represent the City as a witness in legal actions, as requested;
- Perform related duties as directed / assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:** public works principles and practices; principles and practices, methods, materials and equipment used in the construction and maintenance of streets, parks, water treatment and distribution, wastewater collection and treatment systems, and storm drainage; building and facility maintenance; public works safety procedures; applicable federal, state and local laws, codes, and ordinances, departmental standard operating procedures and regulations; principles of supervision, training and performance management; principles of municipal budget preparation and administration; and the organization, function and activities of local government;

**Ability to:** direct, plan, organize, and manage the activities of a city public works program responsible for streets, parks, building and facility maintenance, water and wastewater systems; accurately estimate material and labor requirements and costs; plan, organize, coordinate, supervise and evaluate the work of public works personnel; select, supervise, train and evaluate public works personnel; stay abreast of new trends, innovations, standards and guidelines in the wastewater collection and treatment, water treatment and distribution, transportation systems, parks management, and disaster preparedness; provide effective leadership during emergency situations; maintain effective working relationships with subordinates, volunteers, officials of other departments and agencies and the general public; communicate clearly and concisely, both orally and in writing; perform duties effectively during emergencies for prolonged periods of time under extreme conditions; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to community and organizational issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; provide administrative and professional leadership and direction; identify and respond to community and City Council issues, concerns and needs; prepare clear and concise departmental reports; analyze, prepare, and manage departmental budget; allocate limited resources on a cost effective and cost beneficial basis; interpret and apply applicable federal, state, and local policies, laws, and regulations; interpret and apply city policies, procedures, rules and regulations; exercise sound judgment in evaluating situations and in making decisions; exercise initiative and act with considerable independent judgment; and establish and maintain effective working relationships.

#### ACCEPTABLE EXPERIENCE AND TRAINING:

**Education:** Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities previously identified. A high school diploma is required, a college degree is preferred. Coursework in public administration, civil engineering, environmental science, or other closely related fields and specialized training in public works operations and management is highly desired.

**Experience:** Any combination of training and experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, two (2) to four (4) years of progressively responsible professional experience in public works operations including at least two (2) years of supervisory responsibility is preferred. Having forty-five (45) post high school credit hours of applicable course work and relevant certifications will be considered for experience. Knowledge of or experience with AutoCAD is desired.

#### REQUIRED SPECIAL QUALIFICATIONS, LICENSES, AND CERTIFICATIONS:

Must possess a valid Oregon Driver's License. Must possess both a Water Treatment Level I and a Water Distribution Level I certification. Must also possess a certified construction flagger, O.S.H.A. required "Competent Person" certification. Desire a Cross Connection Specialist. Shall live within a 30-minute response time of Amity Public Works.

Must have the ability to successfully obtain a Wastewater Collection II, Wastewater Treatment Plant Operator II, Water Distribution Operation II, and Water Treatment Plant Operator II and filtration endorsement certifications within three (3) years of hire. Public Pesticide Applicator License also preferred.

**WORKING CONDITIONS:**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee in this class typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an indoor office setting; however, incumbents make frequent visits to field operations and public works development sites, which require climbing and traversing over rough, uneven, and/or rocky terrain.

Occasionally works near moving mechanical parts and in precarious places; is frequently exposed to wet and/or humid conditions, and occasional exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is typically quiet in office settings and loud at field operation sites.

**Physical Conditions:** The physical demands listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to: work in an office setting; to stand or sit for prolonged periods of time; verbally communicate to exchange information; walk; use hands to finger, handle, or operate objects, tools, or controls; repetitive hand movement and fine motor coordination; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste and smell; and frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus also are required.

Check if required for essential job function	ACTIVITY	Continuously 67-100%	Frequently 34-66%	Occasionally 0-33%
<input checked="" type="checkbox"/>	Standing		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sitting – ½ hour or more		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Moving about work area		<input checked="" type="checkbox"/>	
	Bending			<input checked="" type="checkbox"/>
	Stoop Position 1 minute plus			<input checked="" type="checkbox"/>

	Climbing stairs			<input checked="" type="checkbox"/>
	Crawling – hands/knees			<input checked="" type="checkbox"/>
	Reaching overhead			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting up to 20 lbs.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting up to 100 lbs.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Lifting overhead			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving/carrying items		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Keyboard operation		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Rapid mental/hand/eye coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>		

**PRE-EMPLOYMENT REQUIREMENTS:**

Drug screen and educational and experience verification.



109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

**CITY OF AMITY**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

**PERSONAL INFORMATION:**

Name (Last, First, MI):
Mailing Address:
City, State, Zip:
Contact Phone/Email:

**EMPLOYMENT DESIRED:**

Position:	Date you can start:	Salary Desired:
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Currently employed?  Yes  No If so, may we contact your employer?  Yes  No

**EDUCATION:**

Do you have a high school diploma or GED certificate? \_\_\_\_\_

List high schools, colleges, military, trade, business, or other schools attended:				
Name & Location of School:	Course of Study:	Years Attended:	Graduated?	Degree or Cert Received:

**LICENSES, REGISTRATIONS, CERTIFICATES:**

List an required professional license, registration, certificate, Oregon Commercial Driver’s License (CDL), Oregon Driver’s License, etc. and provide description, issuing state or agency, number, and expiration date.



Description:	Issuing State/Agency:	ID Number:	Expiration Date:

**SPECIALIZED SKILLS AND KNOWLEDGE:**

List any specialized skills or knowledge that demonstrate your ability to perform the job for which you are applying (software programs, fluency in a foreign language, keyboarding speed, etc.):


**WORK HISTORY:**

The information provided in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all of your duties, starting with your most recent job. If you need additional space, attach a separate sheet.

<b>JOB NUMBER 1</b>	Job Title:		
Name/Address of Employer:			
Employment Dates:	From:	To:	Reason for Leaving:
Duties:			

**SUPERVISION/LEAD WORK (CHECK THE AREAS YOU WERE RESPONSIBLE FOR):**

- Assigning and Reviewing Work     
  Handling Disciplinary Problems     
  Hiring/Recommending Hiring  
 Rating Work Performance     
  Responding to Grievances     
  None of These

**WHAT DID YOU LIKE MOST ABOUT THIS JOB?** \_\_\_\_\_  
 \_\_\_\_\_

<b>JOB NUMBER 2</b>	Job Title:		
Name/Address of Employer:			
Employment Dates:	From:	To:	Reason for Leaving:
Duties:			

**SUPERVISION/LEAD WORK (CHECK THE AREAS YOU WERE RESPONSIBLE FOR):**

Assigning and Reviewing Work     
 Handling Disciplinary Problems     
 Hiring/Recommending Hiring  
 Rating Work Performance     
 Responding to Grievances     
 None of These

**WHAT DID YOU LIKE MOST ABOUT THIS JOB?** \_\_\_\_\_  
\_\_\_\_\_

<b>JOB NUMBER 3</b>	Job Title:		
Name/Address of Employer:			
Employment Dates:	From:	To:	Reason for Leaving:
Duties:			

**SUPERVISION/LEAD WORK (CHECK THE AREAS YOU WERE RESPONSIBLE FOR):**

Assigning and Reviewing Work     
 Handling Disciplinary Problems     
 Hiring/Recommending Hiring  
 Rating Work Performance     
 Responding to Grievances     
 None of These

**WHAT DID YOU LIKE MOST ABOUT THIS JOB?** \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES: Give the names of three persons not related to you, whom you've known at least one year**

Name	Phone	Relationship	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**CERTIFICATION AND SIGNATURE:**

I hereby certify that all statements made in this application are true, and I agree and understand that any written statement that is false, fraudulent, or misleading in this application or attached materials, or made in the course of any related employment process may cause forfeiture of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must prove that I am authorized to work in the United States if I am hired.
- I authorize the employing agency to verify the employment and education information provided on this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and a criminal history background check, if applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_