



## City of Boardman Oregon

### **PUBLIC WORKS DIRECTOR**

**\$60,000 – \$64,000**

**Plus Excellent Benefits**

**Apply by December 30, 2014  
(Open until filled)**



## **The Community**

Incorporated in 1927, Boardman is situated in north Morrow County and is the county's center for industry and residential living. The City has a population of 3,400 and covers a total area of 3.9 square miles, of which 3.6 square miles of it is land and 0.4 square miles is water. The City's mission is to provide outstanding service with commitment and integrity, and to create a safe, healthy community where people love to live.

The City of Boardman employs 5 full-time public works employees and has an annual budget of \$1,960,000.



## **The Position**

The City of Boardman is seeking an individual to fill our Public Works Director position. The Director supervises department personnel in the performance of their duties, and communicates with the public on public works matters. An employee in this position must have a high school diploma or GED and have or acquire the following certificates within six months: Water Distribution II, Wastewater Treatment II, Wastewater Collection II and a valid Oregon Driver's License, must have knowledge of water and wastewater systems as well as mechanical knowledge and ability.

## **Compensation and Benefits**

- Salary \$60,000.00 - \$64,000.00 DOQ.
- Holidays – 10 per year
- Vacation – 2 to 4 weeks annually, depending on length of service.
- Sick Leave – 8 hours per month.
- Medical, Dental, and Vision Insurance, full coverage for family paid by the City.
- Life Flight Insurance, paid by the City annually.
- Life Insurance- A,D & D \$10,000, Increment Life \$10,000, and Statutory Life, paid by the City.
- PERS retirement system, paid by the City.

## **General Description of Duties**

The Public Works Director is responsible for the day to day operations of the Public Works Department, assignment of duties, setting work standards, evaluating employees and responding to the ever changing needs of the city and the community. This position is also responsible for the implementation of the departmental budget, the establishment of procedures for emergency call-outs and services to maintain, repair and manage the city's streets, sanitary and storm water system, water system, facilities, and city parks and open spaces.

The Public Works Director manages the union contract for related employees and must ensure that the city complies with the provisions of the contract. The Public Works Director is a critical position and important member of the City's management team. This is an exempt position that reports directly to the City Manager and will make regular progress reports to the City Council.

This position communicates with City staff, other government agencies, city officials, and the public. Under general direction, performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, street light, storm water and other public works projects and programs.

## **How to Apply**

The City of Boardman is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by December 30, 2014 (first review, open until filled). To apply please send a letter of interest, resume, and completed application to Joanna Dahm, Boardman City Clerk at [city.clerk@cityofboardman.com](mailto:city.clerk@cityofboardman.com) or by mail to the address below.



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For More Information about the City of Boardman, please visit [www.cityofboardman.com](http://www.cityofboardman.com)