

**CITY OF WHEELER  
JOB DESCRIPTION  
PUBLIC WORKS DIRECTOR**

**Description**

The City of Wheeler, population 400, requires the Public Works Director to provide courteous customer service to the community's residents and visitors. The Director must respond to public works emergencies, plan responses to potential disasters, and maintain the water, parks, street, and storm water systems. The Director operates the city's water distribution system, insures safe drinking water and prepares reports for safe drinking water compliance. The Director helps budget for improvements to city infrastructure, facilities, and grounds. The Director also assists in reviewing development plans and inspecting for building compliance.

**General Duties**

- Operate hand and power tools, light trucks, tractors, forklift, loaders and other equipment, such as mowers, spreaders, aerators, etc.
- Perform routine maintenance of vehicles (oil changes, minor repairs) and power tools, including washing vehicles as needed.
- Clean work areas in city hall, public restrooms, parks, and other city properties.
- Address emergencies in any public works areas.
- Regularly inspect city property (reservoirs, parks, acreage, roads, stormwater, and water systems) to anticipate, track and address maintenance issues.
- Track and file work orders, purchase materials, prepare and maintain accurate records.
- Share on-call time with public works utility worker.
- Maintain parks, streets, water, city hall and storm water system, including weed control by hand or herbicide spray, paint, perform carpentry, provide inventory control, clear brush and repair docks.
- Support grant writing, by attending meetings, providing estimates and reviewing content.
- Supervise half-time public works utility worker.

**Duties Related to Water**

- Maintain service equipment (hydrants, valves, reservoirs, telemetry, pump stations).
- Install water meters. Install and repair water lines or pipes.
- Respond to water-related calls.
- Read and record water meter readings.
- Perform routine water sampling and lab tests (daily chlorine, monthly bacterial, and yearly disinfection by-product).
- Produce a yearly Consumer Confidence Report, update Threat Vulnerability Assessment, maintain safety training records and daily logs.
- Research/plan for water distribution repairs.

**Duties Related to Roads**

- Perform water and storm water locates.
- Grade and sweep roads.
- Maintain road shoulders and right-of-ways.
- Install and maintain traffic signs.
- Maintain storm water pipes and catch basins.
- Set up traffic control and perform flagging functions.

**Duties Related to Parks**

- Mow grass, trim and weed planting beds.
- Prune/remove tree limbs and foliage.
- Remove and dispose of litter from public property.
- Empty public garbage receptacles and replace liners.
- Maintain playground equipment, tables, and other parks equipment.

## **Required Qualifications**

- One year experience working as a public works director for a city of similar size to Wheeler or, five years of public or private experience working in the area of water, streets, or parks or a combination of experience and education.
- Class 1 Water Distribution Certification.
- High school diploma or GED
- Valid driver's license & acceptable driving record

## **Desirable Qualifications**

- Five years' experience working as a public works director for a city of similar size to Wheeler or, five years of public or private experience working in the area of water, streets, or parks or a combination of experience and education.
- Public Applicator Herbicide License
- Computer skills
- Ability to write a monthly report
- Ability to troubleshoot problems – despite limited resources -- and represent the city to the public.

## **Essential Job Demands:**

Under general supervision, this position performs a wide variety of manual, semi-skilled, or skilled labor in the construction, maintenance, repair of, and related operational services in assigned areas of Public Works; such as water, roads, storm water, and parks.

- Walking/Standing: 85 – 90% of time outdoors;
- Frequently lifting 1-25 pounds;
- Occasionally lifting 25-75 pounds;
- Occasional to frequent driving of riding maintenance units and utility trucks;
- Occasional to frequent hand tool use;
- Occasional to frequent bending and squatting; and
- Occasional to frequent exposure to noise

## **Pay Scale and Benefits:**

Pay \$50,000-\$65,000.

**Benefits:** Major Medical Dental/Vision, AD&D, Life Insurance, Paid Vacation, Sick Time, and Holidays. The City belongs to the Oregon Public Employee Retirement System. The employee contributes his/her monthly share.

To apply, send cover letter, resume, application and references to:

City of Wheeler, Attn: Wheeler Public Works Director Recruitment  
P.O. Box 177  
Wheeler, OR 97147  
or email to [citymgrwheeler@nehalem.tel.net](mailto:citymgrwheeler@nehalem.tel.net).

The application and a veterans' preference form can be found at <https://citymgrwheeler.wixsite.com/mysite>. Questions may be directed to Wheeler City Hall at (503) 368-5767.

Position open until filled. First review of applications will begin September 3, 2020.

*The City of Wheeler is an Equal Opportunity Employer.*