

**TOWN OF TWISP  
PUBLIC WORKS DIRECTOR**

We are seeking candidates for our **Public Works Director** position. Must be able to read and interpret complex state regulations and prepare all required reports, have experience in street maintenance and construction, understand road maintenance strategies in high snowfall area, as well as have strong written, computer, budgeting and verbal communication skills. Candidates should have experience with: water distribution and wastewater treatment operations. This position supervises 4 employees and is responsible for all public works operations of the Town of Twisp; it is a working supervisor position. Current pay range is \$26.36 to \$34.46 per hour depending on experience. Applicant must complete our application, supplemental questionnaire, release authorization and submit a resume. An application packet can be obtained by: going to [www.townoftwisp.com](http://www.townoftwisp.com) - calling Town Hall at (509) 997-4081 or by emailing: [clerktreasurer@townoftwisp.com](mailto:clerktreasurer@townoftwisp.com)

Open until filled; first review – 02/17/17.

Equal Opportunity Employer.



Application for Employment With:

Town of Twisp (509)997-4081

NOTE: COMPLETE 2 PAGES!!

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a Town representative at 997-4081/ or TDD at 1-800-833-6388.

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_
LAST FIRST MIDDLE

Address: \_\_\_\_\_
STREET CITY STATE ZIP CODE

Telephone #: \_\_\_\_\_ Cell/Pager/Other Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit?..... [ ] Yes [ ] No
If no, please explain: \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions: \_\_\_\_\_ [ ] Yes [ ] No
Are you legally eligible for employment in this country? [ ] Yes [ ] No

Date available for work..... \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_
Type of employment desired [ ] Full-time [ ] Part-time [ ] Temporary/Seasonal

Are you able to meet the attendance requirements of the position?..... [ ] Yes [ ] No
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... [ ] Yes [ ] No

If yes, please provide date(s) and details: \_\_\_\_\_
Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function: \_\_\_\_\_ State: \_\_\_\_\_

Employment History

Provide the following information from your past four (4) employers, assignments or volunteer activities, starting with the most recent.

Table with 4 main rows for employment history. Each row contains fields for From, To, Employer, Telephone #, Starting Job Title/Final Job Title, Address, Immediate Supervisor & Title, Summarize the Nature of Work Performed And Job Responsibilities, May We Contact For Reference?, Reason For Leaving, and Hourly Rate/Salary (Start, per, Final, per).



# The Town of Twisp (509)997-4081

## Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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## Educational Background

NAME AND LOCATION	# OF YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE?	COURSE OF STUDY
High School				
College				
Other				
Other				

## Applicant Statement

I hereby certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I further understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for this or another position, it will be necessary for me to reapply and fill out a new application unless the employer instructs me otherwise.

If I am hired, I understand that the employer is an at-will employer meaning I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town's Mayor and attorney.

I also understand that if I am offered employment, I will be required to provide proof of identity and legal authority to work in the United States and that I will need to pass a background check and drug test prior to my starting work. Further, I understand that the background investigation will result in the preparation of an investigative consumer report, which would include information as to my character, general reputation, personal characteristics, and mode of living. Applicants may submit a written request to the Town of Twisp for a complete and accurate disclosure of the nature and scope of the requested investigation. If any adverse actions in employment are taken based on the information contained in this report, I understand I can request a copy of said report at no charge.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing Applicant's Statement and seek employment under these conditions of my own free will and that I accept all terms of the foregoing Statement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



# Town of Twisp

118 S. Glover Street • Box 278 • Twisp, WA 98856 • 509-997-4081 • 509-997-9204

## **CLASSIFICATION DESCRIPTION** **PUBLIC WORKS DIRECTOR**

Pay Range 2017: \$26.36 to \$34.46/hour

### **SUMMARY:**

Will plan, organize, and direct the activities of the public works department including water treatment, wastewater treatment, water distribution, wastewater collections, streets, public swimming pool, storm drainage, parks, vehicle maintenance, and building construction and maintenance; performs related work as required. Position is a working supervisor and needs to be capable of performing departmental tasks when necessary. Must compile necessary information for grant applications and submittals and manages budget and construction performance of such grants for assigned projects. This position works closely with the Mayor and Clerk/Treasurer in the creation of the annual public works budget

### **SUPERVISOR:**

Mayor

### **WORK ENVIRONMENT:**

Work is generally performed in the office, in a work vehicle, or on foot as needed. Incumbents may be exposed to inclement weather conditions, uneven terrain and potentially dangerous situations requiring the use of many hand tools, noisy power tools, road snow clearing machines, vehicles and materials, including potential biological and chemical hazards. Climbing into confined spaces underground and on ladders is required and may require significant physical agility; will work occasionally around high voltage industrial wiring.

### **SUPERVISION EXERCISED:**

General Description: Position is responsible to the Mayor for operations of the public works department, including all public facilities, water and wastewater treatment plant and systems, water distribution, wastewater collection systems, storm drainage, streets and parks. Supervision is exercised over 4 full-time employees, the water and wastewater treatment plant operators/public works maintenance workers, and public works administrative staff. This position prepares scheduled employee evaluations, recommends compensation changes, disciplinary actions, termination actions (when appropriate) and works with the Mayor on department hiring actions.

## **ESSENTIAL FUNCTIONS:**

1. Provides supervision of all public works operations and determines departmental priorities and schedules maintenance and in-house construction projects.
2. Provides supervision for Wastewater treatment operations and maintenance (Requires attaining WWTP Group 2 Certification).
3. Provides supervision for water production and distribution operations and maintenance. (Requires attaining Water Distribution Manager 2 Certification)
4. Responsible for maintaining water resources, water treatment systems and water distribution systems in compliance with all laws.
5. Responsible for managing and maintaining wastewater treatment systems and wastewater collection systems in compliance with all laws.
6. Responsible for maintaining public buildings, parks, streets (must be able to assess and patch roadways effectively), and street right-of way's.
7. Responsible for submitting written and oral reports to the Mayor and Town Council.
8. Responsible for submitting reports to regulatory agencies as required and maintaining daily and monthly records and files including, but not limited to: 6-year transportation improvement program and other road reports; wastewater collection and treatment reports; water quality reports; water efficiency and other required water reports; and all federal and state reports required for public works operations of the Town.
9. Attend Town Council meetings and various other meetings as required.
10. Plan, develop and manage appropriate departmental operating budgets and capital improvement budgets, maintaining budgetary control and accountability for expenditures.
11. Responsible for purchase of equipment, supplies and services relating to public works following proper procurement methods to comply with State law and Town policies.
12. Supervise and inspect all work performed within the public right-of-way and easements and on private property in conjunction with Town-approved projects.
13. Have a working knowledge of public works projects State laws and coordinate with contractors and engineers to help complete projects on time and within budget.
13. Conducts performance evaluations of public works employees, interviews employment candidates and recommends hiring and disciplinary actions.

14. Public Works Director is a working manager, and is expected to work with, and lead the employees in the performance of their duties including operating various Town pieces of equipment.
15. Director will be required to manage Town response to after-hours call outs and to emergencies and respond when his/her services are required. This position may require emergency work around high voltage industrial wiring.
16. Must be able to manage multiple projects that require bidding, working with contractors, engineers and other agencies at one time.

## **QUALIFICATIONS:**

### **Education and Experience:**

College degree or at minimum a High school diploma or equivalency plus minimum of two years of college in a related field are required. It may be possible to substitute any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

Five years of increasingly responsible public works experience and training including at least two years of supervisory responsibility or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

### **Licensing and Certifications:**

The following Washington certifications **should be maintained or obtained within 24 months of employment date. Preference may be given to candidates possessing these:**

Wastewater Treatment Plan Group 2 Certification  
Water Distribution Manager I

- Possession of a valid Washington State Driver's License with a driving record free of serious or frequent violations is an essential requirement of the position.
- CDL Class A – Preferable but not required

### **Knowledge, Skills, and Abilities:**

- Must demonstrate knowledge of Local, State and Federal mandates governing local government water and wastewater regulations and public works projects.
- Must possess knowledge of principles and practices, methods, materials and equipment used in the construction and maintenance of water treatment and distribution, wastewater treatment and collections, streets, storm drainage, parks and building maintenance.
- Must demonstrate experience and knowledge of principles of supervision and personnel practices; public works safety procedures; budget planning and preparation; and public risk management.

- Effectively and efficiently operate a variety of equipment ranging from hand tools to large motorized machinery and vehicles such as backhoe, sewer jet, snow plowing equipment, dump truck and sanders.
- Effectively coordinate the activities of a public works department.
- Communicate effectively both verbally and in writing, effectively operate computer and keyboard and computer programs to correspond, develop reports, and budgets.
- Accurately estimate material and labor costs.
- Have a working knowledge of doing projects under the Washington Public Works Project bidding process and the Small Works Roster process and ensure compliance in Town projects.
- Establish and maintain effective working relationship with all Town employees, engineers and contractors, elected officials and the general public.





3. Describe your experience with roadway and sidewalk repairs, improvements and construction; trail construction and maintenance.

4. Describe your experience in the construction, improvements, or maintenance of public buildings and facilities.

<b>Company:</b>	<b>Town of Twisp</b>
<b>Phone:</b>	<b>509-997-4081</b>

**RELEASE AUTHORIZATION**

In connection with my application for employment and/or continued employment and/or contract employment with you, I understand that an investigative consumer report may be requested that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information concerning my workers' compensation claims, motor vehicle operation history, credit history and criminal history from various states, private and insurance sources along with other public records available. Worker's compensation information will only be requested in compliance with the ADA and/or any other applicable state laws.

I HERBY AUTHORIZE, WITHOUT RESERVATION, ANY LAWFUL ENFORCEMENT AGENCY, ADMINISTRATOR, STATE AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER OR INSURANCE COMPANY CONTACTED BY ORCA INFORMATION, INC TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies including Minnesota's Department of Labor. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be so advised and be given the name of the agency or source of information.

Today's Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**The following must be filled out completely for your application to be considered. (Please print).**

Position Applying for: \_\_\_\_\_

Last Name	First Name	MI	Date of Birth	Race	Sex	Social Security #	
Place of Birth (City/State)	Current Address		City	State	Zip	Driver's License # / State	
Other Last Names Used	Other States and Counties I have lived in as an adult...		State	County	Zip	From (year)	To (year)
		1					
		2					
		3					
		4					

Have you ever been charged or convicted of a crime: Yes  No

If yes, what State & County: \_\_\_\_\_ What was the nature of the crime? (give details): \_\_\_\_\_

Estimated Annual Earnings: \_\_\_\_\_

**\*The above information is to be used only for identification and investigative purposes.**

This information is being verified by ORCA Information, Inc. Any information or questions should be directed to the following address:

ORCA Information, Inc.  
P.O. Box 277  
Anacortes, WA 98221  
Phone: (800) 341-0022  
Fax: (800) 522-6722