

The City of Coquille is recruiting its next Public Works Director



Coquille Oregon is a beautiful small city near the Oregon Coast. It sits in a valley, alongside the [Coquille River](#), about 15 minutes from the ocean; sheltered from the coastal weather. It is surrounded by productive timber and farmland – with world-class fishing, hunting, surfing, kayaking, and so much more – right in your backyard.

If you are an outdoors person, Coquille has the perfect mix of rural and small town – all 20 minutes from the major cities of Coos Bay and North Bend.

The City offers many high-quality public services, in addition to our municipally-run water and wastewater systems. Coquille is the [County seat](#); home to all county services. Our [school district](#) offers quality public education, with involved parents and booster participation. And our [community hospital](#), built in 2012, offers state-of-the-art services.

Our Public Works Director is an integral part of our community and our public service systems.



Our Public Works Director

Plans, directs and oversees operations of the Public Works Department.

Performs professional and managerial work requiring advanced knowledge of the principles of operating and maintaining infrastructure systems, construction and contract administration, engineering, project management, and maintenance operations.

Oversees programs and services in the department to plan, construct and maintain the City's transportation network, water and wastewater treatment, distribution and collection systems, stormwater management infrastructure, parks, and community facilities.

Coordinates with other departments on planning and development of public facilities and infrastructure in accordance with approved land use plans and development agreements.

Responsible for integrating all transportation, public utility, parks, and community services provided by the City for its citizens.

City of Coquille Mission

The City of Coquille strives to provide the best quality municipal services to its residents, businesses and visitors by promoting excellence in planning, budgeting, public safety, service delivery and friendly customer service.

City of Coquille Vision

The City of Coquille will be an active and healthy community that promotes a small-town atmosphere, a friendly lifestyle and embraces a diversity of cultural, historic, eclectic and local resources through civic participation, local economic activity and the individual pursuit of happiness.

Duties and Responsibilities

- Plans, directs and implements the short- and long-range goals, objective policies and priorities for the Public Works Department.
- Develops, reviews and manages the infrastructure master plans, and capital improvement plans and projects.
- Reviews and comments on land use applications and related impacts to the City's transportation network, water, wastewater and stormwater utilities, parks, and community facilities.
- Directs and participates in the development of the Public Works budget. Administers approved budgets and forecasts additional funds needed for staffing, equipment, materials and services.
- Develops and manages financial plans, rate models and systems development charge studies for the City's public utilities and transportation systems.
- Directs, organizes, coordinates, and provides centralized financial management, training, public information, and project management services for the department.
- Plans, directs, organizes and assigns work activities, projects and programs. Monitors work flow, reviews and evaluates work products, methods and procedures to ensure timely and cost-effective results.
- Directs the conduct of engineering studies that evaluate feasibility of proposed or ongoing projects or methods to determine solutions to existing field problems by assembling and evaluating technical data, and providing technical leadership and solutions.
- Oversees the supervision and evaluation of assigned staff.
- Presents complex reports and emerging or sensitive issues to the City Manager and City Council.
- Serves on a variety of committees and interagency groups. Participates with other department heads to assist the City Manager with strategic leadership of the City.
- Performs other duties as assigned that support the overall objectives of the position.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

Minimum Qualifications

- The position requires advance professional knowledge in modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration.
- In-depth knowledge of all applicable laws, codes, ordinances, and regulations governing public works construction, maintenance and engineering activity.
- In-depth knowledge of principles and practices connected with budget preparation, administration and financial management of projects.
- Knowledge of environmental regulations associated with water distributions systems, water law and water rights, wastewater collection and treatment, stormwater control, hazardous materials storage and handling, and national incident management procedures.
- Excellent oral and writing communication skills.
- Ability to present proposals and recommendations clearly, logically, and persuasively in a public meeting.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with

other teams and external customers, and convey a positive image of the City.

Education & Experience

The qualified applicant will have a combination of the following;

- Eight (8) years of progressively responsible experience in public works, engineering, construction management and/or supervision of professional, technical, or trade staff.
- College degree in engineering, construction management, or related discipline.
- Any equivalent combination of education and progressively responsible experience.

Special Requirements, Licenses & Certifications

- Possession of, or can obtain a valid Oregon driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including reference check, criminal history check and satisfactory driving record.
- Must live within 30-minute response time within one (1) year of hire.

Compensation

The City offers a great benefit package including:

- Health and dental insurance
- Oregon Public Employees Retirement System (PERS)
- Salary range is \$66,744 to \$83,508

The Process

This position is open until filled with the first review scheduled March 22nd.

If offered, employment will be contingent on the outcome of a background check.

Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

If you need an alternate format of the application or assistance to participate in the hiring process, please contact;

Lane Council of Governments (LCOG)
Attention: Human Resources
859 Willamette Street, Suite 500
Eugene, OR 97401
541-682-4006

All application material will be submitted electronically to: jobs@lcog.org

Interested parties should submit (1) an official City Employment Application, (2) a cover letter and resume.

Please visit:
<http://cityofcoquille.org/employment.php>
for a copy of the Employment Application.

The City of Coquille is committed to affirmative action, equal employment opportunity, and workplace diversity.