

The City of Rufus is seeking a Public Works Director. This is a hands-on role that provides project management and support for the construction, operation, repair, maintenance, and replacement of City grounds, facilities, streets, storm water, wastewater, parks and recreation areas and fleet maintenance. This position also performs semi-skilled and skilled maintenance work, and operates a variety of equipment. If selected for this position, you will be responsible for wastewater and water plant operations, process control, and all administrative functions for treatment facilities to ensure compliance with state and federal permit discharge requirements. Assures the efficient and economical use of departmental funds and operations. Facilitates the full scope of short and long term planning efforts for all public works projects and completes related work as required.



QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent.
- Satisfactory combinations of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties may be considered.

Requirements:

- Driving is required for City business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.
- Certification as Water Distribution System Operator for Small Water Systems or Level 1 or ability to obtain such certifications within six (6) months of hire date.
- Certification as Wastewater Collections System Operator 2 and Treatment Operator Grade 1 or ability to obtain such certifications within six (6) months of hire date.
- Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended. After (regular) hours work is often required as this position is considered "First Response" essential personnel which is required to report to work for scheduled shifts, as well as any overtime or extra hours required. Participation in the Public Works on-call system if necessary.
- Must successfully pass a criminal history background check, physical and drug screen.

Knowledge, Skills & Abilities:

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Working knowledge of fiscal management, expenditure control and recordkeeping.
- Working knowledge of management and supervisory practices and principles.
- Skill to effectively supervise and motivate staff
- Skilled in computer operation and proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft applications.
- Skill in preparing and presenting staff and compliance reports.
- Ability to understand and carry out written and oral instructions.
- Ability to utilize computers for record keeping, reports, and operation of maintenance programs.
- Ability to organize and supervise the activities of crews performing maintenance work.
- Ability to communicate effectively both orally and in writing with the public, members of outside agencies, and employees.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, outside agencies and the general public.
- Ability to operate and maintain various equipment used in infrastructure maintenance.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely and to wear task appropriate personal protective equipment.

Submit applications to the City of Rufus: PO Box 27 Rufus, OR 97050 541-739-2321 Rufuscityhall@gmail.com

This position will remain open until filled. Applications will be reviewed on a regular basis.