



City of Thompson Falls VACANCY ANNOUNCEMENT August 11, 2026

Position: **Public Works Director**
Full Time, non-exempt 40-Hours per week

Department: **Public Works**

Salary: starting rate of \$32.10/hour, DOE

Closing Date: Open until filled, first review on Monday, August 17, 2026

Summary of Work:

GENERAL PURPOSE

Performs complex supervisory, administrative, professional, and operational work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, traffic control, street lights, city pool, city facilities, and other public works projects and programs.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor.

SUPERVISION EXERCISED

Exercises supervision over public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position requires the ability to analyze, evaluate, prepare, write, and understand budgets, and to monitor Public Works construction and maintenance projects. Communicate orally and in writing; supervise; maintain accurate records; and read and understand construction standards and regulations.

Position may be required to be on call for after-hours emergencies, such as snow and ice control, water leaks or problems, sewer, street, or drainage problems, or other Public Works facilities issues.

Plans, directs, and coordinates a comprehensive public works program designed and implemented to assure services are being provided at the highest quality level; establishes and

recommends overall goals for public works operations. Communicates with the Mayor and City Council to determine the overall direction of the city's public works program and operations.

Provides advice and counsel to the Mayor and City Council on projects, programs and developments; directs the public works operations to assure effective use of personnel, equipment and facilities; establishes priorities for short and long range projects and coordinates implementation as required; works with the City Clerk in developing, preparing and recommending a comprehensive budget with supporting data for public works projects and activities; serves as the liaison and advisor for the city on public works projects with engineers, government agencies, developers and the general public; recommends equipment purchases for public works operations; assists in applying for grants and loans for public works projects; supervise all personnel matters of the public works department as per City policy.

Plans, schedules, implements records, including time records; oversees and supervises public works construction and maintenance activities and operations to determine acceptability and conformance to standards. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures while maintaining harmony among workers and resolving grievances.

Coordinates with other utility companies in the installation of gas, power, telephone, television and other utilities within City owned right-of-way.

Oversees the safety program for public works employees.

Coordinates with Engineers on street, traffic, drainage, water, sewer, storm sewer and other related Public Works Projects.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Shall attend monthly City Council meetings and other special City Council meetings as required. Shall provide a report on public works activities at the regularly scheduled City Council meetings.

Receives and answers citizen complaints and inquiries regarding public works operations.

Oversees water and wastewater system operations and maintenance; works independently, and makes appropriate decisions based on work experience and authority; assures that water and wastewater systems meet DEQ requirements.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.

Determines applicable codes, regulations, and requirements for assigned projects.

Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Works with the Mayor, City Council, and other Department Heads in the development and update of the City's Capital Improvement Program.

Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.

Acts as a working supervisor by actively participating in daily field operations, including road maintenance, water/sewer repairs, snow removal, landscaping, etc.

Leads by example in the field, demonstrating proper safety protocols, equipment operation, and workmanship while working directly with the crew.

PERIPHERAL DUTIES

Assists in the training of city personnel in public works systems and techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from High School or GED equivalent, preferably college and/or advanced training in areas of public works, engineering, management, or similar fields of experience.
- B. Work experience in lieu of education may be considered. Prefer responsible public works experience, including three years in a supervisory or administrative capacity, involving the management of materials, equipment, personnel, budgets, and purchasing. Technical certifications may be required.
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities;
- B. Skill in operating the listed tools and equipment.
- C. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- A. Possess a valid state of Montana driver's license. May be required to obtain a Commercial driver's license.
- B. Must have or be able to obtain within 3 years the required Montana State Certifications of the applicable classifications for Water (Class 3A Distribution and Class 3B Treatment License) and Wastewater (Class 3C Wastewater License).
- C. Must have or be able to obtain Swimming Pool Operations Licenses within 3 months.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine; heavy equipment, including wheel loader, backhoe, motor grader, dump trucks, snow plows, street sweeper; specialty equipment related to water and wastewater system operation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required for inspections of various land-use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to very loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements

change.

JOB PERFORMANCE CRITERIA AND EXPECTATIONS

Sound organizational and administrative practices and policies are initiated and followed; personnel and resources are being utilized effectively.

Long- and short-range goals and priorities are set for the public works operations and are implemented appropriately.

Effectively represents the City and establishes and maintains effective communication and working relationships with the general public, fellow employees, superiors, and other officials.

Operating costs for public works are controlled within the budgetary limitations.

Communicates effectively verbally and in writing.

Maintains a favorable work environment that motivates personnel to reach their potential; effectively trains personnel.

Maintains harmony among workers and resolves grievances.

Keeps the Mayor promptly informed of all matters of major importance and initiates or recommends actions regarding such matters.

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Application Process:

Application, cover letter, and resume required.

Please apply through the local Job Service.