



## The City of Mt. Shasta Public Works Director

**The City & Community:** The City of Mt. Shasta is located in far Northern California, fifty miles south of the Oregon border at the base of majestic Mount Shasta. The Shasta Trinity National Forest surrounds the community. Several lakes, miles of rivers and streams, and thousands of acres of back country provide an outstanding environment for many summer and winter outdoor activities. The Fourth of July Celebration, Labor Day Car Show and Cruise, and the Christmas Tree Lighting and Santa's Sleigh Ride are just a few popular community events.

Mt. Shasta is a full-service General Law City, incorporated in 1905. It currently has 3,268 residents, although the population of its sphere of influence is approximately 7,000. The City operates under a Council-Manager form of government. The City's \$8.5 million annual operating budget provides a full range of public services, including police and fire protection, public works, water and wastewater utilities, and planning and building.

**The Position:** This full-time position reports to the City Manager and is responsible for supervising four divisions (Wastewater Treatment Plant, Water Distribution, Wastewater Collection and Streets Maintenance) with eleven staff members; participates in the preparation of the annual budget; oversees infrastructure and capital improvement projects; manages the maintenance of streets, water, sewer, and stormwater systems and the City's fleet of equipment; creates policies and standard operating procedures; ensures Public Works activities are in compliance with Federal and State laws and standards; interacts with the general public and oversees department operations during emergency situations, such as snow and rain storms. The position works closely with all managers but especially the City Manager, Finance Director, and the contracted City Engineer.

The position is currently working on several major capital improvement projects, which are in various stages of completion. They include a state-mandated wastewater treatment and disposal improvements project, tank and water system improvements project, sewer interceptor replacement project, water supply and storage project, water distribution project and two water system improvement projects. There are also two STIP funded street projects that will need to be managed going forward.

**Education & Experience:** The ideal candidate is committed to excellence and customer service, possesses exceptional interpersonal and communication skills (both oral and written), is an energetic self-starter and has a reputation for professional integrity. This position requires any combination equivalent to a bachelor's degree in public administration, construction management or related field and five years of increasingly responsible work experience in a construction related field, including two years performing public works functions in a supervisory capacity. Knowledge of various funding sources such as the Clean Water State Revolving Fund, Drinking Water State Revolving Fund, Community Development Block Grants, Integrated Regional Water Management, and USDA Rural Development is a plus.

**Compensation & Benefits:** The current salary range is \$5,515 to \$6,066 per month. Benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision, and dental, and supplemental insurance. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours), and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has several employee-funded deferred compensation plans available.

**How to Apply:** Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at [www.mtshastaca.gov](http://www.mtshastaca.gov) under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources at 305 N. Mt. Shasta Boulevard Mt. Shasta, CA 96067 or by email to [jpolk@mtshastaca.gov](mailto:jpolk@mtshastaca.gov) or by fax at (530) 926-1342. The position is open until filled. Resumes will not be accepted without a completed application.

The final candidate must successfully pass a pre-employment background check and drug screen.