



*City of West Richland  
invites applications for the position of*

# CITY ENGINEER



Apply by February 10, 2012 (First Review, Open Until Filled)

## *The Community of West Richland*

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Commonly known as a bedroom community, West Richland is a fast-growing city with over 12,000 residents located in the southeastern part of Washington State along the Yakima River. Residents of West Richland enjoy the regions recreational activities with our moderate winter climate and more than 300 days of sunshine each year. The City serves as a dual gateway between the urbanized Tri-Cities metro area (Kennewick, Richland & Pasco) to the east and the world acclaimed wineries of the Red Mountain Appellation to the west. West Richland offers small town charm with full service urban amenities.



The City of West Richland is a successful and vibrant community that provides a solid foundation for exceptional neighborhoods, excellent educational opportunities and prosperous businesses. The City's commitment to excellence enhances the distinctive and superior quality of life enjoyed by its business owners and residents.

The Richland School District prides itself on providing high-quality educational programs and is consistently recognized for exceptional test scores and active community support. Higher educational opportunities are available; West Richland is located near Washington State University – Tri-Cities and Columbia Basin Community College.

West Richland is fortunate to have active citizens and a strong chamber of commerce. The hard work, discipline and expertise contributed by those on the City's boards, commissions, and other committees help focus West Richland's vision to "grow in a balanced way to produce a safe, inviting community, having good residential and recreational alternatives and a healthy economic base."

## *The City*

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The City of West Richland is governed by a strong-mayor form of government with a seven member City Council each elected to four-year overlapping terms. The Mayor serves the role of Chief Executive Officer for the City, implementing policy from the City Council.



## *The City (Continued)*

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The City of West Richland is a full-service city that provides a multitude of municipal services to its citizens. City departments include: Public Works, Planning and Community Development, Economic Development, Finance and Police. Fire protection and ambulance services are provided by Benton County Fire District #4.

The City employs 50 FTE's and has an adopted 2012 Budget of \$30.8 million. West Richland has a very experienced and talented group of directors and a dedicated, motivated, hardworking group of employees.

## *The Public Works Department*

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### *Mission Statement:*

*The Public Works Department is committed to providing services and infrastructure in a quality manner through the use of professional engineering and management practices with a team of employees dedicated to excellence and customer satisfaction. We strive to accomplish these tasks efficiently, effectively and with accountability to the community we serve.*

The Public Works Department's 2012 adopted total budget is \$21.1 million, which includes a capital budget of \$7.5 million. The department consists of 19 FTE's with two divisions: Engineering and Operations & Maintenance.

The Engineering Division provides planning, design, inspection and project management for water,

sewer, street, storm water, parks and irrigation capital improvement projects. Additionally, staff provides plan reviews, permits and construction inspection for private residential, commercial, and industrial development. Permits regulating use and activity within the public



right-of-way are also issued through the Engineering Division. Staff provides engineering assistance to the Public Works Operation and Maintenance Division.

The Operation and Maintenance Division oversees the daily operations and maintenance activities of West Richland's street, water distribution system, sanitary sewer system, storm drainage facilities, parks, irrigation systems, fleet, and facilities.

## *The Position*

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Under the administrative direction of the Public Works Director, the City Engineer assists the director in planning, organizing and coordinating the design, construction and maintenance of the City's public works. The City Engineer oversees the delivery of city engineering services, including development review and water, sewer, transportation,

storm drainage, irrigation and park capital projects; manages construction projects and right-of-way permitting; makes presentations on engineering issues, practices and solutions to the City Council and public; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

### **Activities for the New City Engineer**

Most notable program objectives of the Engineering Division for FY 2012 include:

- Evaluate and modify as necessary existing Public Works standards, manuals, specifications and drawings to provide reasonable and consistent standards for new development projects and city capital projects.
- Complete the construction of the Inter-Tie Booster Pump Station (connects West Richland's water system with the City of Richland's water system).
- Design and construction of water, sewer and roadway improvements to Keene Road.
- Complete construction of infrastructure and site improvements on the Belmont Property for the CERB/SSC North America Project.
- Support Community Development and Economic Development Departments efforts in redeveloping the Van Giesen Corridor.
- Initiate the design and permitting for an Industrial Process Water Treatment Facility.

## *The Ideal Candidate*

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West Richland is a community with high expectations and standards for excellence. The Mayor and City Council, as representatives of the community, along with the Public Works Director share these standards and strive for a city government that is transparent, customer service oriented and able to communicate issues in a clear, professional and understandable manner.

## *The Ideal Candidate (Continued)*

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The ideal candidate will have knowledge of municipal government engineering procedures and practices; ability to communicate effectively verbally and in writing; supervise, train, and evaluate subordinates; evaluate operational problems, recommend changes and efficiently implement improvements; plan, communicate, delegate and monitor a variety of concurrent projects; development and implement capital improvement projects; and develop creative and practical solutions to complex and difficult problems.

The ideal candidate will be proactive and creative in managing personnel issues and will demonstrate a strong commitment towards a management philosophy that encourages accountability, efficiency and good morale throughout the organization. The successful candidate will possess effective leadership skills, strong communication and inter-personal skills, a superior work ethic, the ability to gain respect of employees, a customer oriented management style, and a commitment to complete capital projects on time and within budget.

### **Minimum Requirements**

The City Engineer will have at least five years of senior engineering experience, preferably in municipal engineering, and or engineering consultant experience with at least a minimum of two years with management and supervisory responsibilities. Bachelor's degree in Civil Engineering, registration as a Professional Engineer in the State of Washington, and proficiency in AutoCAD version 2010 or newer is required. Any combination of education and experience may be considered as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the City Engineer. Candidates should also have experience in capital project design, permitting, construction management, etc., and broad administrative experience in local government, excellent interpersonal skills, and the ability to deal with the public in less than ideal situations.

## *Compensation and Benefits*

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- \$71,496 to \$85,440 per year DOQ.
- Medical, dental and vision coverage.
- State of Washington Public Employees' Retirement System (PERS).
- 10 paid holidays plus one floating holiday per year.
- Sick leave accrues at 8 hours per month.
- Vacation leave is based on years of service, beginning at 15 days per year for this position.

## *How to Apply*

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The City of West Richland is an Equal Opportunity Employer. All qualified applicants are encouraged to apply as soon as possible. The first review of applications will be conducted on February 10, 2012. To be considered for the position, candidates must submit a letter of interest, resume, five professional references (references will only be contacted once mutual interest has been determined), a completed City of West Richland application form with salary history, and answers to the supplemental questions to the City of West Richland via email at [dawna@westrichland.org](mailto:dawna@westrichland.org) or by mail to the address below. The application form and the supplemental questions can be found at [www.westrichland.org](http://www.westrichland.org).

City of West Richland  
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