



# CITY OF CAVE JUNCTION

## Public Works Director

### Job Announcement

#### ABOUT THE POSITION

The City of Cave Junction is seeking a Public Works Director to plan, organize, supervise, coordinate, oversee, schedule, assign and perform operations and maintenance activities of the Public Works Department.

**Hours:** Full-time, non-exempt

**Starting Salary:** \$70,000 per year

**Benefits:** Medical/dental/vision insurance, Oregon PERS retirement benefits

#### THE PERSON

The ideal candidate will have knowledge of: principles and practices, methods, materials, and equipment used in the construction and maintenance of streets, parks, water and wastewater systems and storm drainage; supervision and personnel practices; public works safety procedures; budget planning and preparation; chemical, bacterial and lab processes used in water and wastewater treatment; and safety precautions related to wastewater treatment chemicals and hazards. They will possess the ability to: safely operate all public works vehicles, equipment, machinery, and tools; assign and evaluate work of all employees supervised by this classification; plan and budget for department operations; and perform tasks customarily assigned to treatment plant operators. Additional expectations include effectively coordinating the activities of a public works department; communicating effectively both verbally and in writing; accurately estimating material and labor requirements/costs; supervising the work of others; training others in safe work habits and practices in area of responsibility; completing required forms and maintaining complete, accurate records; operating and maintaining the water and wastewater treatment plants; being on-call for emergencies; operating light to moderately heavy equipment; establishing and maintaining effective working relationships with all City employees, elected officials and the general public; and analyzing data, preparing reports and making formal recommendations.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** High school diploma or GED; minimum of a two-year degree in engineering or a related physical science is preferred.
- **Experience:** Five years of increasingly responsible public works experience and training, including at least two years of supervisory responsibility.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

## CERTIFICATIONS/LICENSES REQUIRED

- Possession of or the ability to obtain a valid Oregon Commercial Driver’s License (CDL) within one year of employment.
- Possession of or the ability to obtain one or more of the following; State of Oregon Certification for Water Distribution II, Water Treatment II, Wastewater Collection System II, and Wastewater Treatment II.
- Ability to obtain a State of Oregon Certification for Water Treatment III, Wastewater Treatment III, and a Water Filtration Endorsement within two years of hire date.

## ABOUT THE REGION

Cave Junction, “Gateway to the Oregon Caves,” is the second largest incorporated city in Josephine County, Oregon. Located on the Redwood Highway (OR199), the city is 30 miles from Grants Pass and 50 miles from Crescent City, CA and the Pacific Ocean. Cave Junction is the economic hub of the large rural area known as the Illinois Valley. It is home to a diverse natural wonderland of geology, fauna, and flora, including many rare plant species of the Klamath-Siskiyou mountain region. The city is a jump-off point to three wilderness areas, the Oregon Caves National Monument, Illinois River Forks State Park, several world-class wineries, and many other local amenities.



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## APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed City of Cave Junction Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

### **WORKPLACE ACCOMMODATIONS NOTICE**

*The City of Cave Junction is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.*