



City of Gold Hill

Field Services Manager

Job Announcement

THE POSITION

The Field Services Manager, under the direct supervision of the City Manager, is responsible for providing leadership, delegation, and oversight during everyday operations in the areas of building safety, code enforcement, storm drain system, parks, streets, water distribution repairs, meter reading, building maintenance and to operate equipment as needed. The position advises the City Manager on procedures and practices to provide services in land use planning, building safety, community development, standard administration, traffic control, parks and recreation, fleet services, procurement and public contracting, storm drainage, project management and public works inspections. This position must be able to oversee field service employees, volunteers and seasonal workers. The Field Services Manager assures the efficient and economical use of departmental funds and operations and accomplishes short-term and long-range planning. Aside from the leadership responsibility, this position is continually expected to provide hands-on assistance and work in the field as detailed in the position duties below.

THE PERSON

The ideal candidate will have experience in the following:

- ✓ Administration, management, and regulations governing public work areas, operations, and maintenance.
- ✓ Assist with preparation, development, management, and oversight of significantly large budgets.
- ✓ Managing bid processes, negotiations, and the performance of contractors.
- ✓ Short and long-range planning and public works project management.
- ✓ Experience in city planning and community development, land use planning, zoning, and code enforcement.
- ✓ Reviewing construction plans and specifications.
- ✓ Completing inspections.
- ✓ Managing and supervising the work of Field Services staff and volunteers.
- ✓ Construction and machinery proficiency.

DESIRABLE QUALIFICATIONS

- ✓ Bachelor's degree in engineering or urban planning.
- ✓ A minimum of five years progressively responsible management level experience in public administration.
- ✓ Any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

SPECIAL REQUIREMENTS

- ✓ License: Possession of an Oregon driver's license by the time of appointment.
- ✓ Certification in building inspection and/or planning is preferred, but not required.
- ✓ Other: Pass Criminal History Background Check.

SALARY

The successful candidate will be placed in the salary range based on experience and qualifications.

Starting Salary: \$58,000 - \$80,000 Annually DOE/DOQ

Terms: Full-time 32-40 hours per week, flexible hours Sunday through Saturday / non-exempt with benefits. On call and emergency response may be required.

BENEFITS OF EMPLOYMENT

- ✓ Up to 12 paid holidays per year (approved annually by city council)
- ✓ Starting 180 hours of accrued Paid Time Off per year
- ✓ Healthcare coverage for individual provided by City. Employee pays 15% of dependent coverage.
- ✓ Life insurance policy of \$20,000 / AD&D \$20,000
- ✓ PERS Retirement Plan

APPLICATION PROCESS

To apply, please email a **cover letter describing how your experience prepares you to succeed in this role, a current resume, and a completed Employment Application** to HumanResources@RVCOG.org 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 Gold Hill 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 classification protected by law.