



City of Bonney Lake
Superintendent of Public Works

SALARY	\$12,230.00 - \$15,293.00 Monthly \$146,760.00 - \$183,516.00 Annually	LOCATION	WA 98321, WA
JOB TYPE	Regular Full Time	JOB NUMBER	2025-00031
DEPARTMENT	Public Services Department	OPENING DATE	02/27/2026
CLOSING DATE	3/19/2026 11:59 PM Pacific	FLSA	Exempt
BARGAINING UNIT	N/A		

Description

The City is seeking an experienced public works leader ready to drive operational excellence across one of its most essential divisions. Play a pivotal role in shaping the infrastructure and services that thousands of residents rely on every single day.

GENERAL PURPOSE

Perform complex supervisory, administrative, technical, and professional work in planning, organizing, directing, and supervising the Public Works Division of the Public Services Department, including water, stormwater, sewer, street, fleet, parks maintenance, facilities maintenance, and other public works projects and programs as assigned. In the absence of the Director, the Superintendent of Public Works may assume the Director's responsibilities. Contribute to the City's vision, mission, and goals in the performance of all job duties.

Supervision

Reports To: Public Services Director

Supervises: All division staff directly or through subordinate supervisors.

Essential Functions

Essential Functions

This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position

- May act on behalf of the Public Services Director and assume the duties of the Director in their absence as directed.

- Assist in the overall strategic and operational planning of the department, operations, project delivery, and emergency response.
- Provide leadership to assigned public works utility and maintenance divisions in executing the vision and mission of the department.
- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works division.
- Manage, evaluate, train, coach, and evaluate assigned staff including disciplinary matters.
- Collaborate with the other City departments, public service department divisions, and other local, state, or federal agencies as necessary.
- Support and monitor development of departmental budgets and financial strategies.
- Prepare a variety of written reports, analyses, summaries and other supporting documents, in support of strategic initiatives to improve the public work operations.
- Provide guidance and recommendations on technical, procedural, and policy public work matters to the director, city administrator, mayor, and city council.
- Evaluate policies and service delivery methods, identify and implement process improvements.
- Access and operate the City's various database management systems.
- Plan, schedule and implement maintenance, repair, operation, and construction activities designed to provide quality and efficient services.
- Direct and coordinate public works operations emergency response activities during natural disasters, severe weather events, infrastructure failures, and other emergencies.
- Serve as a key member of the emergency management team; ensures rapid deployment of personnel, equipment, and resources; oversees debris removal and restoration of critical infrastructure.
- Maintain compliance with local, state, and federal emergency management protocols and reporting requirements .
- Review, interpretation, and update City code, policies, and procedures related to public works operations, personnel, and programs, as assigned, to improve efficiency and effectiveness of public works operations.
- Assist in the development and update of long range plans that impact public works.
- Monitor and review a variety of proposed capital and maintenance projects and programs. Present before city council and various committees.
- Respond to public or other inquiries relative to public works operations.
- Maintain 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.
- Monitor inter-governmental actions affecting public works.
- Negotiate, coordinates and manages assigned public work maintenance related professional service contracts.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal public works.
- Coordinate with the Sumner Wastewater Treatment Facility (WWTF) staff to manage daily operation of sewer services, repairs, and outages.
- Serve as a member of various staff committees as assigned.
- Create an environment of teamwork and respect.
- Foster a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.
- Commitment to working effectively with people from diverse backgrounds and cultures, promoting a sense of belonging, and actively identifying and removing barriers to inclusion.
- Assist in the review of private development proposal as needed.
- May assist subordinates in performing duties.
- Remain current with relevant technological advancements as it relates to the field.
- Maintain regular, reliable, and punctual attendance.

Education, Experience and License Requirements/Competency Requirements

Education, Experience and License Requirements

- Bachelor's degree in civil engineering, public administration or a closely related field
- Ten (10) years public works experience including at least three (3) years of experience with municipal utilities.
- Or 14 years of public works experience with 5 years in municipal utilities.

- Five (5) years of responsible supervisory experience managing a department, division, or cross-functional team.
- Driver's license.
- Successful passing of a required background check.

Competency Requirements

- Attention to detail.
- Communicate effectively.
- Practice customer service focus.
- Maintain positive interactions with all individuals.
- Build collaborative relationships.
- Anticipate problems and develop contingency plans.
- Take initiative within job scope.
- Remain flexible to changing priorities.
- Determine priorities and take prompt action.
- Meet deadlines and responds to individuals in a timely manner.
- Cognizant to the attitudes, feelings or circumstances of others and have an awareness of how one's behaviors may impact others.
- Work effectively with others to achieve common goals.
- Practice Social awareness.
- Resolves and works through conflict with grace, dignity, tact and respect.
- Knowledge of
 - Pertinent Federal, State and Local Laws, codes and regulations.
 - Operations, characteristics, and activities of a comprehensive public works program.
 - Civil engineering and public works principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting public works activities.
- Ability to:
 - Problem solveschallenging matters in a timely manner.
 - Read blueprints and Operations and Maintenance Manuals.
 - Utilize cost accounting, requisition, and labor software.
 - Implement and use work management system software.

Physical Demands

- Moving throughout City facilities and buildings.
- Travel to off-site locations and move throughout the community as needed.
- Drive and perform field work.
- Operate a computer and other office equipment.
- Communicate with City employees and residents.
- Lift or move items weighing up to 25 pounds on occasion.

Work Environment

- 85% of work is performed in an office environment and 15% is performed outdoors in all weather conditions. Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud.
- Noise level in the office is moderately quiet.
- Work evening and/or weekend hours as needed.
- Night meetings may be required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

Supplemental Information

Core Values

The City is a team of dedicated professionals who respect and serve the community and each another and has highlighted six core values:

- Professionalism: Being ambassadors of the City by providing expert service delivery.
- Service: Giving helpful assistance or advice to our customers.
- Accountability: Performing the duties of my position in a responsible way.
- Respect: Fairly considering the rights, opinions and ideas of others.
- Integrity: Acting in harmony with the laws and values of the City.
- Teamwork: Working together to best serve the community.

Employer

City of Bonney Lake

Address

9002 Main St E, Ste 300

Bonney Lake, Washington, 98391

Phone

253.447.4331

Website

<http://www.ci.bonney-lake.wa.us>

Superintendent of Public Works Supplemental Questionnaire

***QUESTION 1**

Important - Please Read Thank you for your application and interest in joining our team at the City of Bonney Lake. Your name and address will remain anonymous with the hiring manager during the initial screening. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration. Have you read and understood the information listed above?

- Yes
- No

***QUESTION 2**

Why do you want to work as the Superintendent of Public Works for the City of Bonney Lake? Why are you applying for this position at this point in your careere?

QUESTION 3

How many years of public works experience do you have in municipal utilities?

* Required Question