



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

POSITION VACANCY Interim Public Works Director

The City of Leavenworth, an equal opportunity employer, is seeking an experienced professional to serve in a limited-term capacity (not to exceed 12 months) as the Interim Public Works Director. This unique opportunity will provide impactful leadership and operational oversight during a critical transition period. The Interim Public Works Director will be eligible to apply for the permanent role when advertised.

The 2026 salary range for this full-time, exempt position is between \$10,622 and \$13,057 per month; the starting salary is based on qualifications and experience. The City of Leavenworth offers excellent benefits including a 100% employer-paid, family medical/dental/vision plan premium; \$250 employer HRA contribution per month; 1 day each of vacation and sick leave per month; 11.5 holidays plus 2 floating holidays per year; and a DRS retirement plan.

An ideal candidate will have a Bachelor's Degree from an accredited college in construction management, engineering, or related field, minimum five years of experience in facilities, utilities management or public works, including three years of supervisory and administrative responsibility, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to successfully perform the job.

A pre-employment criminal history Background Check screening is required for this position. New employees holding regular positions must complete a probationary trial period of six (6) months.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday through Friday from 9:00 a.m. to 4:00 p.m., and online at cityofleavenworth.com/employment, or by contacting Human Resources at (509) 548-5275 or jobs@cityofleavenworth.com.

The first review date for applications received is scheduled for Wednesday, October 7, 2026. This position is open until filled. The City reserves the right to close this posting at any time without notice once a sufficient candidate pool is identified. **Early submission is highly encouraged.**

Interim Public Works Director

Salary Range	\$10,622 - \$13,057/monthly	Location	Leavenworth, WA (in-person)
Department	Public Works	Division	n/a
Employment Type	Full-Time/Temporary	Classification	Exempt

About the Position

The City of Leavenworth is seeking an experienced professional to serve in a limited-term capacity (not to exceed 12 months) as the Interim Public Works Director. This unique opportunity will provide impactful leadership and operational oversight during a critical transition period. The Interim Public Works Director is eligible to apply for the permanent role when advertised.

Reporting to the City Administrator, the Interim Public Works Director will play a key role in ensuring continuity, reliability, and efficiency of essential public services. This position is responsible for overseeing the maintenance and operations of the City's infrastructure, supporting high-performing teams, and helping to sustain service for the community.

The Interim Public Works Director, under the direction of the City Administrator, is responsible for the maintenance and operation of the City's infrastructure, including parks, streets, stormwater, water, wastewater, engineering, and facilities. The incumbent in this position is responsible for planning, organizing, and directing the activities, work plans, and programs of personnel in the department.

Essential Job Functions:

- Document, monitor, and make recommendations for improvement of division policies for the maintenance and operation of City infrastructure. Develop and implement procedures for maintenance, operation, and repair of City infrastructure.
- Measure, monitor, and report performance of all maintenance and operation functions to facilitate and implement improvements in quality and efficiency.
- Perform analyses to support decisions to use in-house versus contracted resources for various maintenance, operations, and repair functions.
- Plan, direct, coordinate, and review work plans for maintenance and operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures.
- Meet with staff to identify and resolve problems/conflicts for the purpose of ensuring that efforts are effectively directed toward achieving departmental goals.
- Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Recruit, select, train, and evaluate subordinates' job performance. Recommend disciplinary actions involving suspension, demotion, and termination and evaluate the performance of personnel.
- Provide technical assistance to staff as needed; provide or oversee staff development in areas of functional specialization.
- Prepare and administer the division's budget, work program, staff resources, materials, facilities, and time to ensure the efficient and effective operation of the division.

- Troubleshoot and analyze City, contractor, and citizen problems related to public works maintenance issues and determine corrective action. Work with citizens, City staff, contractors, developers, and other public and private entities to resolve/negotiate/mediate issues.
- Manage the maintenance of City building facilities, streets, parks, service facilities, buildings, and right-of-way using City maintenance staff or contractors. Evaluate, monitor, and assure quality of work.
- Coordinate maintenance work performed by partner agencies under Interlocal Agreements.
- Manage the maintenance of the Public Works and general city fleet and power equipment. Determine and implement equipment needs, specifications, and maintenance schedules.
- Provide and coordinate service requests and maintenance for tenants in leased City facilities.
- Administer the department's safety program; plan, schedule, and conduct monthly safety meetings; develop and implement standard operating procedures; ensure employee adherence to established guidelines.
- Attend staff and community meetings as required, including City Council, Parks & Public Works Committee meetings, and other meetings as assigned by the City Administrator.
- Coordinate with City departments for special event support.
- Coordinate twenty-four-hour maintenance responses to emergencies which may require the position to be on site during the emergency response.
- Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee, and City information and records.
- Demonstrate leadership, promote teamwork, accountability, and service excellence within the department.
- This is not designed to be a comprehensive listing of all activities, duties, and responsibilities required of the position.
- Other duties may be assigned and/or performed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of city infrastructure operations, maintenance, and repair.
- Principles and practices of public works construction management, risk management, and contract management.
- Principles of building facility maintenance and maintenance contracting.
- Principles of landscape management including landscape maintenance, irrigation management and maintenance, Integrated Pest Management practices and knowledge of ornamental plant and turf management.
- MUTCD (Manual on Uniform Traffic Control Devices).
- Principles and practices of leadership, teambuilding, personnel management, and supervision.
- Applicable state and federal rules, regulations, and legislation relating to municipal public works maintenance operations, contracting, and safety.

Ability to:

- Maintain regular, predictable, and reliable attendance during scheduled hours.
- Communicate effectively, both orally and in writing.
- Compose letters using proper grammar and punctuation.
- Present information to diverse audiences.

- Establish and maintain effective working relationships with co-workers, elected officials, contractors, vendors, suppliers, and the public.
- Respond to emergencies on a 24-hour basis.
- Manage multiple projects and/or tasks at any given time; manage time effectively and be flexible.
- Read and interpret plans, specifications, maps, engineering drawings, property descriptions, codes, and architectural and landscape plans.
- Select appropriate materials, supplies, tools, and equipment for various public works projects.
- Operate a variety of construction and maintenance vehicles, equipment, and power tools and instruct subordinates on their use
- Operate a variety of computer software applications including Microsoft Office (Word, Outlook, Excel, PowerPoint), asset management, work order management, GIS, and facility management applications.

Education and Experience:

- Bachelor's Degree from an accredited college in construction management, engineering, or related field, minimum five years of experience in facilities, utilities management or public works, including three years of supervisory and administrative responsibility, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to successfully perform the job.
- Successful completion of a pre-employment background check is required.

Licenses/Certifications required:

- Possession of a current Washington State driver's license free of serious and frequent violations or ability to obtain within one month of hire.

Preferred:

- Experience working in municipal government.
- Experience in project management.
- Experience in public sector contracting.
- Experience in asset management.
- Experience in GIS.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.