



COUNCIL WORK SESSION

Wednesday, December 15, 2021 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

HYBRID: Council Chambers and Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m.*

1. Update from Main Street Alliance Board - *Erin Salisbury, Interim President*
2. Discussion regarding Residential Fire Sprinklers for New Child Care and Adult Foster Care Facilities Located in Dwellings - *Mike*
3. Review of New Public Works Job Descriptions and Plan for Internship Program - *Mouhamad*
4. Review Notice of Intent to Award for 2021 Aerial Imaging and GIS Data Update Project - *Jacob*
5. Review Resolution to Adopt Community Public Safety Fee - *Matt*
6. Discussion regarding Bids Received for Parks & Recreation Master Plan - *Matt*
7. Recommendation for Appointment or Reappointment of Budget Committee Member - *John*
8. Discussion regarding Tourism Contract and Masonic Building Lease - *John*
9. City Administrator Report - *John*

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- December 13, 4:00 p.m., Parks & Trails Commission, Council Chambers & Zoom
- December 13, 7:15 p.m., Library Board, Columbia Center & Zoom
- December 14, 7:00 p.m., Planning Commission, Council Chambers & Zoom
- December 15, 1:00 p.m., Council Work Session, Council Chambers & Zoom
- December 15, 5:00 p.m., Riverwalk Project Open House, Recreation Center
- December 15, 7:00 p.m., Council Regular Session, Council Chambers & Zoom
- December 23, Christmas Eve Observed, City Offices Closed
- December 24, Christmas Day Observed, City Offices Closed

Future Public Hearing(s)/Forum(s):

- PH: January 19, 6:45 p.m., Annexation of 58389 Columbia River Hwy. (Eggers)
- PH: February 16, 6:30 p.m., Annexation of 12 acres at Pittsburg Rd. & Meadowview Dr. (Morain)

VIRTUAL MEETING DETAILS

Zoom: <https://us02web.zoom.us/j/89458199786?pwd=QXh1VG1FS1FFVVRUSFIVZHVWS0NVZz09>

Meeting ID: 894 5819 9786

Passcode: 071623

Call In: 1-346-248-7799

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.



MAIN STREET

St. Helens Main Street Alliance

St. Helens
City Council

December 2020

Partnership Report

1



The Main Street Approach™ is a common-sense, strategy-driven framework that guides downtown revitalization efforts. Building off four decades of success, this model harnesses the social, economic, physical, and cultural assets that set a place apart.

Oregon Main Street (OMS) works with communities to develop local comprehensive downtown revitalization strategies based on the methodology developed by Main Street America™.

In St. Helens, a volunteer group organized in 2009 as the St. Helens Economic Development Corporation (SHEDCO) and joined the Oregon network at the Exploring Downtown level.



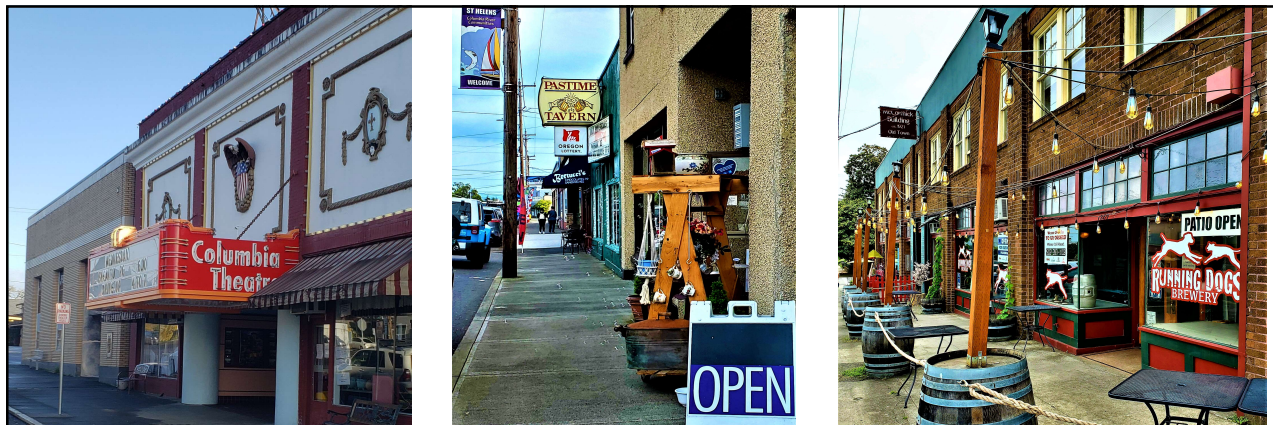
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How Main Street Works



- Comprehensive Approach
- Grassroots & Community Driven
- Asset-Based
- Time-tested and Adaptable Methodology

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The goal of St. Helens Main Street Alliance is to build high quality, livable and sustainable community that will grow St Helens' economy while maintaining a sense of place.



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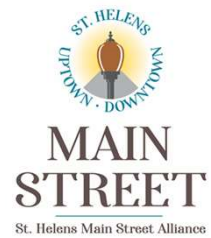
Recent History

An evaluation of the program in 2020 by the Oregon Main Street Coordinator provided recommendations and a path forward.

Recommendations:

1. Restructure the Board
2. Forge an Agreement with the City
3. Hire an Executive Director
4. Community-based goal and workplan development

Recommendation were also provided to guide the work in each of the 4 points.



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Recent History

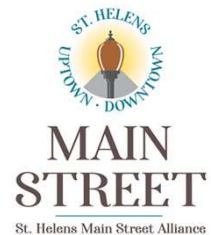
2. Forge an Agreement with the City

Memorandum of Understanding (MOU) outlining relationship Feb. 2021. Strong partnership is the foundation.

Main Street shall

City shall

Maintain registration and program level status with Oregon Main Street	Provide funding for staff, insurance and programs
Serve as nonprofit agent focusing on district revitalization and a thriving St. Helens business district economy, while maintaining our unique sense of place	Provide office space (outside city hall), equipment, supplies, conference attendance, and technical support
Report annually (Here we are!)	Provide Council liaison



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1. Restructure the Board (easier said...)

- Required a Rebrand!!
- Intensive, multi-channel recruitment of talented volunteers
- Open House July 13, 2021 (rescheduled from June 29). Close to 30 interested attendees
- Ask and formation of Nominating Committee of 7 community partners to evaluate applications of 11 Board candidates
- 9 invited to serve July 2021. Interim officers appointed
- New Bylaws drafted, approved August 2021
- Budget drafted, approved October 2021
- Visit to Independence, OR November 2021
- Welcome additional members, draw terms, select 2022 officers December 2021 (join us 12/28 at Big River Taproom)



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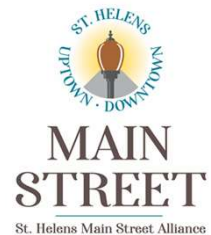
Near term goals

- Organization: Hire an Executive Director (Rec. #3)
- Economic Vitality: Inventory buildings and businesses
- Promotion: Holiday Window Contest (on now)

January Awards Ceremony Fundraiser

Jan 9, 12:30- 1:30 pm Columbia Theater

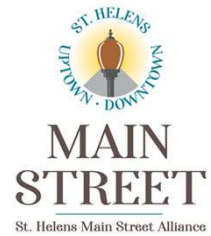
- Design/Economic Vitality: OMS Revitalization Grant 2022
- Promotion/Economic Vitality: Spring Uptown Cleanup 2022



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Looking to the future 2022-23

- Organization: Communications and fundraising plans
Well supported volunteers and board
Clearly articulated, community-driven workplan (Rec. #4)
- Economic Vitality: Address commercial vacancies
- Promotion: Passport shopping campaign
- Design/Economic Vitality: Oregon Main Street Revitalization Grant 2022
- Promotion/Economic Vitality: Uptown Activities 2022
Business Plan Competition



Cultivate and maintain strong partnerships in service to a thriving St. Helens.

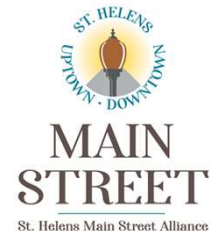
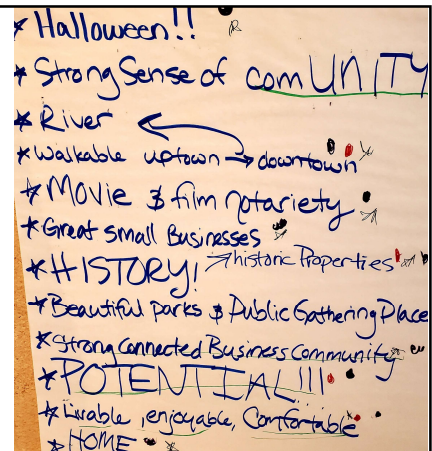
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Thank you

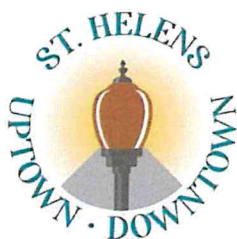
This is only possible through shared:

- Values
- Goals
- Love for our beautiful city!

Questions?



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MAIN STREET

St. Helens Main Street Alliance

From our uptown train station to our downtown historic riverfront the St. Helens Main Street Alliance follows the Main Street Approach™ to revitalize St. Helens' historic business districts. The St. Helens Main Street Alliance is working to enhance the vibrancy of St. Helens and help property and business owners in partnership with other nonprofits, service clubs, community volunteers and local governments.

The Main Street Approach® is a proven comprehensive approach to historic commercial district revitalization. This approach has been implemented in over 2,200 cities and towns in 40 states across the nation with the help of the National Main Street Center and statewide downtown revitalization programs. By fully integrating four points into a practical downtown management strategy, a local program will produce fundamental changes in a community's economic base:

Organization involves building a Main Street® framework to support successful revitalization efforts by ensuring adequate people and financial resources are available to implement projects and activities.

Promotion creates excitement with street festivals, parades, retail events, and image campaigns are to encourage customer traffic.

Design enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live.

Economic Vitality involves analyzing current market forces to develop long-term solutions. Recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of merchants are examples of economic restructuring activities.

Oregon Main Street provides assistance to all communities. **The St. Helens Main Street Alliance is a member at the Exploring Downtown level.**

St. Helens Main Street Alliance past projects:



-Oregon Main Street Revitalization Grant 2019 – Grant funding of \$200,000 secured for renovations of the historic Columbia Theater. Renovations include the new marquee, theater seating, restroom upgrades for ADA compliance and other vital projects.

-Small Business programs - Shop Small Saturday and Passport Program in partnership with local merchants and community volunteers to encourage local spending at our small businesses. Business Plan Competition with grants up to \$20,000 available.

-Community building projects including "Before I Die" art project, Art in Storefronts, St. Helens Dog Walk, and local semi-annual clean up events.

Get involved today! We are rebuilding the St. Helens Main Street Alliance (formerly SHEDCO) in partnership with local government and community partners.

We are currently recruiting Board Members & volunteers who love St. Helens!



WHY UPTOWN & DOWNTOWN ST. HELENS MATTER

1. Historic core of community.
2. Includes unique shopping and service activities.
3. Represents vast amount of public and private investment.
4. Provides a sense of community and place.
5. Reflection of how the community views itself and a critical factor in business retention and recruitment efforts.
6. Most of the Main Street businesses are locally owned.
7. Represents a significant portion of the community's tax base.
8. Serves as an incubator for new businesses.
9. Typically a government center.
10. Employment center.

For information contact:

503.366.8232

Sthelensmainstreet@gmail.com



Board roster
October 2021

The St. Helens Main Street Alliance is working to enhance the vibrancy of St. Helens and help property and business owners in partnership with other nonprofits, service clubs, community volunteers and local governments.

Goal of the program: To build high quality, livable and sustainable community that will grow St Helens' economy while maintaining a sense of place.

	<u>Point Interest</u>	<u>Interim Office</u>
<u>Directors</u>		
Erin Salisbury	Org & econ vitality	President
Errin Jolley	All	Vice President
Jesse Lagers	Promo, Design, Econ Vitality	Treasurer
Judy Thompson	All	Secretary
Cindy Stockton	Org & promo	
Marci Sanders	Org, Econ Vit	
Christina Rice	all	
Diana Wiener		
Jason Morris		
Rick Scholl		Non-voting city council liaison

City staff contacts:

John Walsh, City Administrator
Rachael Barry, Government Affairs

jwalsh@sthelensoregon.gov
rbarry@sthelensoregon.gov

503.366.8211
503.351.3311

Revenue	FY 2021		FY 2021		Notes
	FY 2020 Actual	FY 2021 Actual through 9/28/21	FY 2021 projected year end	FY 2022 proposed	
Local Government					
Amazon Smile	\$ 20.00	\$ 14.97	\$ 1,075.00	\$ 30,000.00	21YE assumes Insurance reimbursement
Individuals			\$ 20.00	\$ 20.00	
Business partners/ Corporate	\$ 50.00			\$ 2,500.00	22 starting point
Board					
Miscellaneous		\$ 412.72	\$ 412.72	\$ 2,500.00	22 Board giving
Main Street grant	\$ 51,842.67	\$ 6,898.77	\$ 6,898.77	\$ 50,000.00	22 revitalization application
Fee for service					
Grants/Contracts					
In kind contributions				\$ 7,500.00	22 CRPUD application
Fundraisers & events	\$ 51,912.67	\$ 7,326.46	\$ 250.00	\$ 2,500.00	
			\$ 8,656.49	\$ 95,020.00	
Expenses					
Personnel					
office expense	\$ 250.00	\$ 36.00	\$ -	\$ 27,081.60	January 22 Staff on board
Conference			\$ 36.00	\$ 1,000.00	systems - data, financial, relationship mgr
memberships	\$ 300.00		\$ 300.00	\$ 500.00	
Insurance	\$ 1,265.00	\$ 1,075.00	\$ 1,075.00	\$ 300.00	
Legal/Compliance	\$ 100.00		\$ 100.00	\$ 1,250.00	Inc here for D&O
Advertising and website	\$ 303.90		\$ 600.00	\$ 100.00	SOS registration +
				\$ 1,000.00	
Program/event					
expense: Hometown heroes	\$ 285.12				
July 4th	\$ 230.00				
Storefront decoration	\$ 425.00		\$ 250.00	\$ 500.00	
Misc	\$ 180.37	\$ 743.00	\$ 743.00	\$ 5,000.00	Program activity placeholder - uptown clean up, love local something
Main Street Grant	\$ 51,842.67	\$ 6,898.77	\$ 6,898.77	\$ 50,000.00	22 preservation app
	\$ 55,182.06	\$ 8,752.77	\$ 10,002.77	\$ 86,731.60	
balance	\$ (3,269.39)	\$ (1,426.31)	\$ (1,346.28)	\$ 8,288.40	

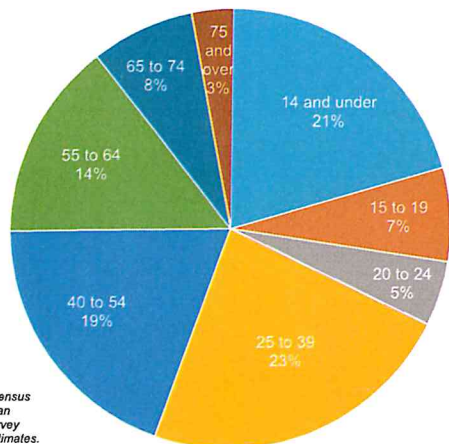


Quality Information, Informed Choices

Labor Market Information

www.QualityInfo.org

City of St. Helens Population by Age Group



Source: U.S. Census Bureau American Community Survey 2019 5-year estimates.

St. Helens Economic Data

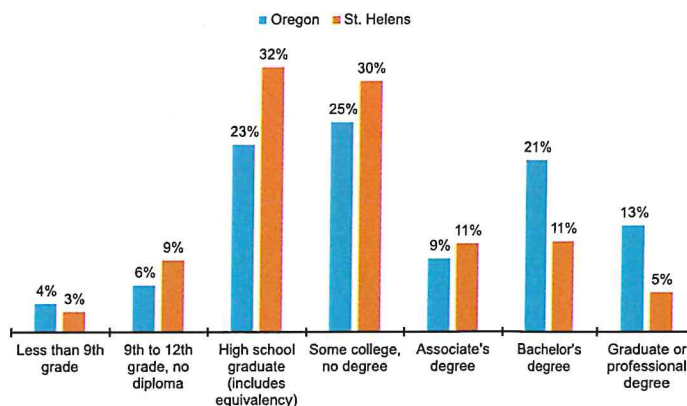
Population: 13,915
 Civilian Labor Force: 6,376
 Number of Employed: 5,836
 Number of Unemployed: 540
 Unemployment Rate: 8.5%

Source: Portland State University Population Research Center, July 1, 2020 certified estimates and Oregon Employment Department 2020 unofficial estimates.

Education Levels of St. Helens Residents

St. Helens has a greater portion of residents aged 25 and over whose highest educational attainment is high school graduation (32%) while Oregon has 23 percent. The percentage of St. Helens residents who have completed a Bachelor's degree or higher education (16%) is less than half of the state's (34%) and less than Columbia County (20%).

St. Helens Has a Smaller Portion of Residents with a College Degree Than Oregon Statewide

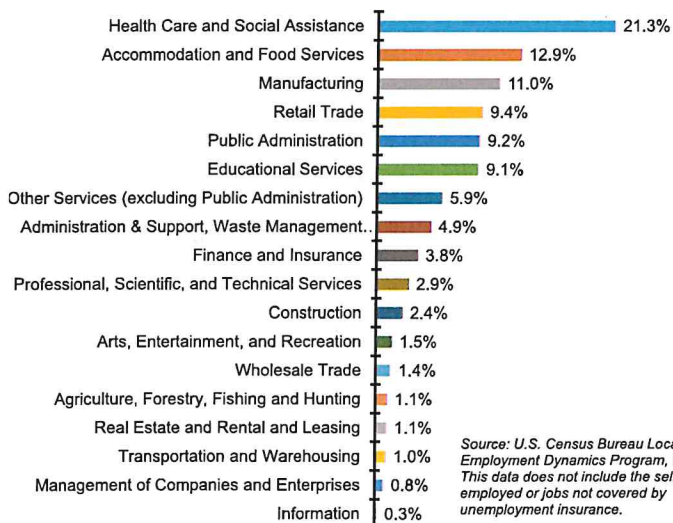


Source: U.S. Census Bureau American Community Survey 2019 5-year estimates.

Jobs in the City of St. Helens

According to 2018 Local Employment Dynamics Data from the U.S. Census Bureau, there were 3,942 jobs in the City of St. Helens.

St. Helens Jobs by Industry



Source: U.S. Census Bureau Local Employment Dynamics Program, 2018. This data does not include the self-employed or jobs not covered by unemployment insurance.

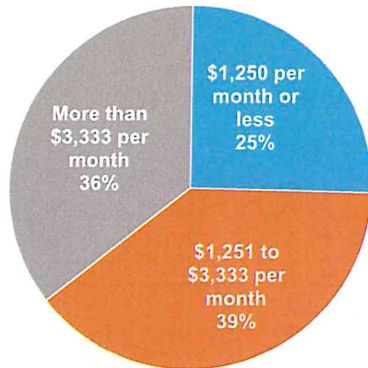
Health Care, Accommodation & Food Services, Manufacturing Have Largest Job Counts

The industries with the largest number of jobs within the City of St. Helens were health care and social assistance with 21 percent of employment, accommodation and food services (12.9%), manufacturing (11%) retail trade (9.4%), and public administration (9.2%) according to 2018 U.S. Census estimates.

The largest share of the St. Helens workforce live in Columbia County (64%). Multnomah County residents made up about seven percent of the city's workforce while some workers came from Washington County (7%), Clackamas County (3.1%), and other areas.

The most common cities of residence for St. Helens workers were St. Helens, Portland, Scappoose, Warren, Columbia City, Longview, WA, Hillsboro, Beaverton, Rainier, and Salem.

St. Helens Jobs by Earnings



Source: U.S. Census Bureau Local Employment Dynamics Program, 2018. This data does not include the self employed or jobs not covered by unemployment insurance.

Earnings of St. Helens Jobs

The City of St. Helens had a slightly higher percentage (39%) of middle income jobs paying from \$1,251 to \$3,333 per month than any other earnings category. One quarter of jobs paid \$1,250 per month or less, and more than one-third paid more than \$3,333 monthly in 2018.

Most residents commute out of St. Helens for work

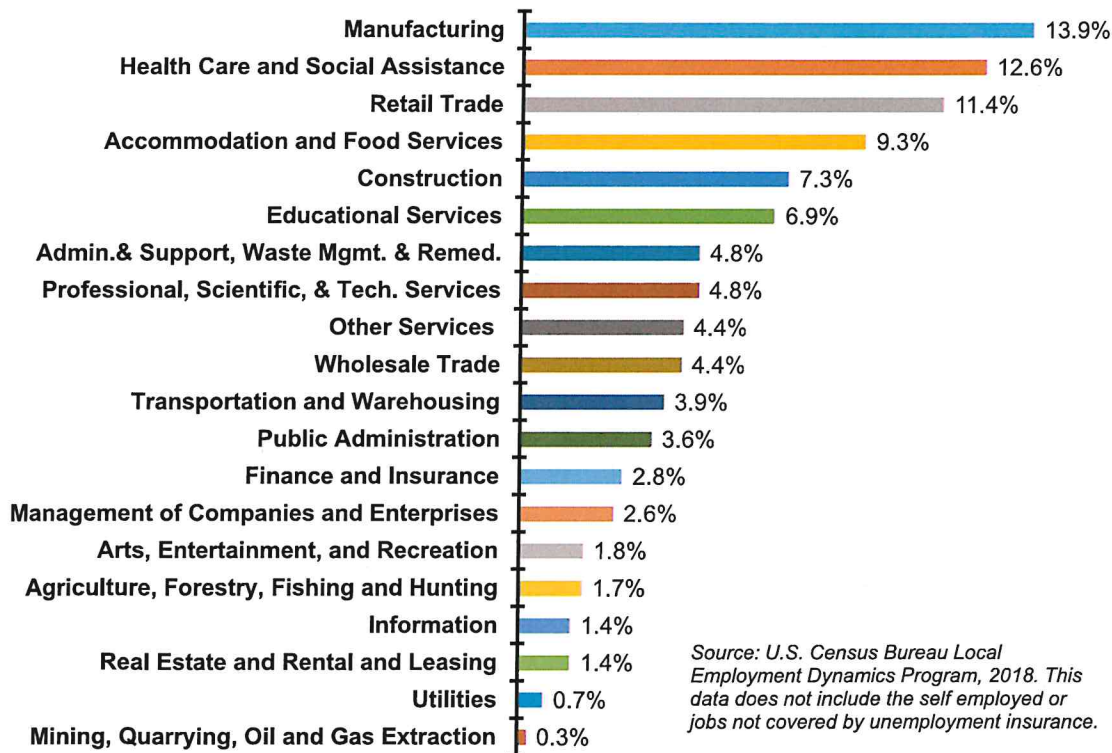
St. Helens residents were employed at 6,919 jobs in 2018, most (83%) of which were located outside the city, but some within Columbia County (30%). Other city residents commuted to Multnomah (31%), Washington (17%), Clackamas (5%), Marion (4%), Clark County, WA (2%), Cowlitz County, WA (1.5%), Yamhill (1.2%), Lane (1.2%), Linn (.9%), and other areas (7%).

The most common cities of employment for St. Helens residents in 2018 were Portland, St. Helens, Hillsboro, Beaverton, Scappoose, Tigard, Salem, Gresham, Vancouver, WA, and Tualatin.

Earnings of Residents

About 44 percent of St. Helens residents earned more than \$3,333 per month in 2018. Another 36 percent earned between \$1,251 and \$3,333 per month while about 20 percent earned \$1,250 per month or less.

Which Industries do St. Helens Residents Work In?



Source: U.S. Census Bureau Local Employment Dynamics Program, 2018. This data does not include the self employed or jobs not covered by unemployment insurance.

Manufacturing was the most common industry of employment for residents employing 13.9 percent of the workforce. Health care and social assistance was second highest with 12.6 percent of employment and retail trade employed 11.6 percent of St. Helens residents. Accommodation and food services (9.3%) and construction (7.3%) round out the top five industries of employment for St. Helens residents.

Poverty and Household Income

St. Helens' poverty rate (16.8%) is higher than Columbia County's (11.7%) and the state's (13.2) according to American Community Survey estimates.

The median household income of St. Helens residents was \$51,199, much lower than Columbia County's (\$62,257) and Oregon's (\$62,818) in 2019 inflation-adjusted dollars.

Residential Fire Sprinklers for New Child Care and Adult Foster Care Facilities Located in Dwellings

Summary

The 2021 Oregon Residential Specialty Code (ORSC) Chapter 1, Section R101.2.1, now requires automatic residential fire sprinkler systems, designed and installed in accordance with National Fire Protection Association's (NFPA) 13D Standard, when locating a new child care facility or adult foster care facility in a residential dwelling, Group R-3 occupancy. This change aligns the ORSC with the existing requirements of the Oregon Structural Specialty Code (OSSC) and treats new child care facilities and adult foster care facilities the same regardless of the building type they are being located in. NFPA 13D is a residential sprinkler design standard focused on one- and two- family dwellings. The intent is to provide an affordable sprinkler system in dwellings while maintaining a high level of life safety.

Application

This change only applies to new construction, or a new use of an existing building, and is not retroactive. Any existing operations or operations that have temporarily stopped providing services and that were previously licensed for use as a child care or adult foster care facility do not have to comply with the new code requirements. The requirement only applies to the following **new** non-residential uses; **child care facilities** as defined by ORS 329A; including certified family child care homes and registered family child care homes, and **adult foster care facilities** as defined by ORS 443.

Site-specific determinations

When the installation of an automatic residential fire sprinkler system is infeasible or impractical, the code allows for modifications and alternate compliance methods. Both modifications and alternate methods require detailed proposal by the applicant and approval by the local building official. They are site specific solutions based on the unique design and limitations of the site. Alternate methods can include one or a combination of different design and construction techniques as determined appropriate by the local building official so long as they provide equivalent fire and life safety for the occupants and users of the building. Contact the local building official for more information about potential alternate method requests, which could include a combination of the following elements:

- ✓ Additional exits (i.e., exterior doors, emergency escape windows)
- ✓ Direct exits to the exterior from each room where care is provided
- ✓ Reduced travel distances to exits
- ✓ Installation of both ionization and photoelectric smoke alarms
- ✓ Installation of horn/strobe notification devices and/or fire alarm systems
- ✓ Fire resistance rated construction
- ✓ Compartmentalization of the dwelling floor area
- ✓ Other measures as approved by the local building official

Additional background on the ORSC and OSSC

On April 1, 2021, the 2021 ORSC took effect. A significant portion of the overall adoption process was to update, align, and streamline the administrative provisions within Chapter 1. This was done in parallel with an interim amendment update to Chapter 1 of the 2019 OSSC. Since 2018, the division has been making an effort to appropriately adjust the Chapter 1 provisions of both codes for our state to accurately reflect delegable authority, address inconsistencies in the state building code, and effectively communicate division policy under ORS 455 for our customers, stakeholders and local government partners acting under our authority. As a result of this effort, the Oregon requirements for non-residential uses align more closely with national model building codes, and with the national standard of care. Introducing a business, care facility, or other non-residential use to an otherwise residential setting increases fire-life safety risk. The national model code (International Residential Code) requires automatic fire sprinkler systems in all residential applications, while Oregon requires them only in limited applications. Because these non-residential use facilities are at higher risk, they were particularly below the national standard of care, which prompted the change in their treatment in Chapter 1 of the OSSC and ORSC.

In Oregon, the ORSC governs residential uses of detached one- and two-family dwellings, townhouses, and their accessory structures. As defined, *live/work units* are also permitted to follow the construction standards of the ORSC where they meet the applicable provisions of the OSSC; including an automatic fire sprinkler system and accessibility. Other non-residential uses, including businesses and care facilities, must be appropriately classified and constructed in accordance with OSSC. Where these new uses are proposed in an existing dwelling, a change of use process must be initiated by contacting the local building department.

Licensure associated with non-residential uses may specify that certain licensed activities are permitted to occur within detached one- and two-family dwellings and townhouses. Particularly for ***child care facilities*** and ***adult foster care facilities***, licensure establishes; acceptable business locations, land use or zoning allowances, maximum numbers of individuals receiving care, and similar licensing parameters. In Section R101.2, the 2021 ORSC recognizes these two unique business uses located within detached dwellings, and specifies the appropriate construction standard path of the OSSC, while ensuring flexibility in the design by assigning a Group R-3 occupancy classification. R-3 is the standard classification generally reserved for residential-only use, and covers one- and two-family dwellings.

Under the previous ORSC scope, and multiple iterations prior, these facilities were directly governed without additional safeguards. Under the 2021 ORSC, those non-residential uses associated with typical detached one- and two-family dwellings and townhouses are now addressed by the standards of the OSSC. Under the OSSC, and the assigned Group R-3 classification, these facilities are still permitted to be constructed using prescriptive conventional light-frame construction provisions, but now have the added safety requirement of an automatic residential fire sprinkler system. Specification of this safeguard for these new child care and adult foster care facilities located in dwellings is outlined in the Governor's January 2020 Child Care Workgroup summary report, available at: [Oregon.gov/Gov/admin/regional-solutions](https://oregon.gov/Gov/admin/regional-solutions).



Engineering Manager

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Plans, directs, manages, supervises, and coordinates the administrative activities and operations of the Engineering Division. Coordinates assigned activities with other City departments, divisions, and outside agencies. Performs and manages the development, implementation, and evaluation of complex professional engineering and construction projects for various City infrastructure, including water, sewer, streets, parks facilities, and other public works project planning and programs.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision over all permanent and temporary technical staff assigned to the Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serves as lead project manager for Engineering Division projects, especially high visibility and highly critical projects.
- Networks with senior leadership and major stakeholders to establish strategic plans and objectives for programs or projects.
- Assists in the mentoring of junior level project managers as a part of a development initiative.
- Oversees and directs the administrative support functions and activities of the Engineering Division, including the geographic information system, permit issuance, budgetary administration, and grant management.
- Participates in and oversees the preparation of the Engineering Division's annual operating budget and the City's Capital Improvement Program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Participates in the development and implementation of the Engineering Division's goals, objectives, policies, and procedures; evaluates the operations and activities of the Division.
- Selects, motivates, and evaluates staff; prepares performance evaluations; works with staff to correct deficiencies; implements discipline and termination procedures. Encourages and fosters cooperative working relations within assigned staff.
- Assesses and monitors the workload of assigned personnel to ensure the efficiency and effectiveness of service delivery. Recommends and implements technical training.

- Responds to and resolves difficult and sensitive citizen inquiries and complaints and recommends corrective action as necessary. Prepares letters, memoranda, and other written correspondence relative to Engineering Division matters.
- Prepares the Engineering Division budget. Reviews and recommends approval of expenditures of the Engineering Division. Prepares or assists in the preparation of grant and/or funding applications for projects.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups and the public regarding division activities and services.
- Prepares comprehensive reports; drafts policies, operating procedures, administrative manuals, ordinances, and resolutions; recommends appropriate alternatives and courses of policy action; implements policies and procedures relating to the administrative activities of the Engineering Division ensuring compliance with applicable guidelines, standards, laws, and regulations.
- Manages the planning, scheduling, and coordinating of project engineering work, reviewing and approving construction plans and supporting calculations, and ensuring project compliance with all codes and ordinances and established engineering standards.
- Develops scopes of work and project requirement packages for new projects in the portfolio, including working with stakeholders to determine the requirements of the project and liaise with the business and technical experts to develop project strategy and solutions for these requirements.
- Develops comprehensive work schedules and manages project execution to the schedule.
- Prepares design plans, specifications, and bid documents, holds bid conferences, evaluates bids, makes bid award recommendations, and reviews contractor pay requests.
- Manages and performs a variety of technical and contract administration tasks relative to assigned Capital Improvement Program projects. Develops plans and specifications, monitors project activity, work schedules, prepares change orders/contract amendments, monitors contractual compliance, and facilitates payment.
- Performs complex civil engineering drafting design work, calculates construction quantities, and prepares engineering and construction estimates.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Develops, prepares, and coordinates engineering plans and specifications.
- Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sewer, and storm drainage systems.
- Monitors intergovernmental actions affecting public works operations.
- Assists in the training of other City personnel in public works design and construction techniques.
- Responsible for risk management and control, including the ongoing process of risk identification, and the development of appropriate risk response plans.
- Responsible to appropriately resource the project, through collaboration with impacted managers in a matrix environment.
- Creates and delivers presentations on program or project goals and plans, including status reports.

- Performs end-to-end program or project management, demonstrating ownership of the entire process from beginning to end.
- Develops and implements program and project level processes, procedures, and performance metrics.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree from a four-year college or university in civil engineering or a closely related field.
- Minimum of six years of civil engineering experience, local government setting preferred.
- Minimum three years public works project management experience.
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must possess a Project Management Professional (PMP) certificate, or the ability to obtain one within six months of hire.
- Professional Engineering (PE) license in Civil Engineering from the State of Oregon is preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting Division activities.
- Considerable skill in the management of simple to highly complex engineering and construction projects.
- Comprehensive knowledge of generally accepted construction standards and construction methods, materials, techniques, phases, design, practices, and procedures.
- Substantial knowledge of City and department operations, policies, and procedures.
- Substantial knowledge of pertinent Federal, State, and local laws, codes, and ordinances.
- Substantial knowledge of City purchasing and finance policies, procedures, and processes.
- Management skills necessary to effectively manage the work of assigned staff and outside contractors.
- Interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- Excellent communication skills.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Knowledge of the principles and practices of civil engineering and its application to municipal public works and construction.
- Knowledge of laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations.
- Knowledge of public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- Knowledge of complex design and drafting methods, software, and equipment.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- Must be physically capable of moving about on construction work sites and under adverse field conditions. (Reasonable accommodations may be made to enable individuals with disabilities to appropriately access construction work sites.)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite. and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.
- **Mobility:** Sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORKING ENVIRONMENT

- **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Engineering Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Engineering Manager

Date

Print Name: _____

Public Works Director

Date



Engineer III

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
CLASSIFICATION: Exempt (Not Eligible for overtime)
UNION: No
CONFIDENTIAL: No

POSITION SUMMARY

Provide effective direction, control, and management over key engineering functions including utilities and infrastructure engineering, transportation engineering, construction management, and development review. Performs advanced level professional civil engineering work in design, review, planning, construction, and maintenance of public works projects. including street improvements, sanitary sewer, stormwater, water system improvements, and transportation systems.

SUPERVISION RECEIVED

Work is performed under the general direction and supervision of the Engineering Manager, but considerable leeway is granted for the exercise of independent judgement and initiative.

SUPERVISION EXERCISED

May exercise general oversight over temporary and technical Engineering Division staff in the planning, design, construction, and maintenance of streets, sidewalks, water and sewage systems, drainage structures, transportation facilities, and other public works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Prepares and oversees the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects.
- Performs advanced professional engineering in connection with municipal public works projects. Plans, schedules, and coordinates work on major or complex engineering projects.
- Signs plans for public works improvements.
- Stamps engineering plans for work designed in-house.
- Meets and confers with developers, contractors, engineers, and the general public relative to City policies, regulations, and procedures.
- Ensures the effective coordination of work and project development between engineering/design components and the operations/maintenance components.
- Develops and maintains City specifications for use on City infrastructure projects.
- Verifies the work of technical staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Prepares and oversees the preparation of engineering reports concerning traffic related complaints and problems.
- Reviews a variety of construction plans, maps, reports, applications, and various development and construction agreements. Determines design procedures; interprets the application of design criteria.

- Checks plans and specifications for accuracy and completeness of design. Prepares preliminary and final project cost estimates.
- Coordinates engineering work with other City divisions, consultants, developers, and property owners.
- Reviews development plans and capital improvement plans and makes recommendations regarding design, constructability, maintenance, and traffic related issues; meets with developers and consultants to resolve issues.
- Participates on a project development team for City projects including engineering and road construction plans and specifications.
- Oversees and performs field engineering and inspection of all engineering and public works related projects and improvements.
- Assists in the planning, organizing, and administering municipal infrastructure in the functional areas of capital project design, construction, and traffic engineering, while providing technical assistance and administration to engineering staff, outside consultants, developers, agencies, commissions, and City Council.
- Performs engineering studies to determine the feasibility of proposed projects or methods, evaluation of ongoing projects, or to determine solutions for existing field problems. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment. Assembles, analyzes, and evaluates data, makes recommendations, and provides technical guidance based on findings, and prepares technical reports.
- Oversees and participates in conducting routine and periodic inspections of new construction to ensure compliance with approved plans and specifications. Inspects materials, equipment, and methods used for quality and compliance with specifications.
- Enforces ordinance regulations by investigating complaints of alleged violations in the public rights-of-way that pertain to construction. Works with citizens and businesses to achieve compliance.
- Performs complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates. Coordinates the preparation of, or develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Provides professional engineering advice to supervisors and other officials. Makes presentations to the City Council, boards, commissions, civic groups, and the general public.
- Prepares or assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sanitary sewer, and storm drainage systems. Prepares traffic, utility, and other studies and reports.
- Assists in developing and implementing program and strategic planning. Assists in administering and monitoring budgets, and justifications for budgetary recommendations and adjustments. Participates in forecasting additional funds for staffing and resources.
- Provides expert guidance and project information to other agencies. Represents the City to the general public, other agencies, governments, private developers, community advisory boards, and consultants including making presentations, participating in meetings, planning and coordinating activities, and resolving issues.
- Responds to and resolves confidential and sensitive inquiries; Investigates complaints from property owners, businesses, and the general public regarding engineering projects, and recommends corrective actions as necessary.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree from a four-year college or university in civil engineering or a closely related field.
- Minimum of six years of experience or an equivalent of seven to ten years of qualifying education, training, and/or experience.
- Must possess a current Professional Civil Engineer license (PE), from the State of Oregon.

KNOWLEDGE, SKILLS, & ABILITIES

- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting Division activities.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment; management skills necessary to effectively manage the work of assigned staff and outside contractors; interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.
- Excellent verbal and communication skills.
- Knowledge of the principles and practices of civil engineering and its application to municipal public works and construction.
- Knowledge of laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations.
- Knowledge of public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- Knowledge of complex design and drafting methods, software, and equipment.
- Performs the most difficult engineering assignments that require a high level of responsibility, is fully trained in all procedures directly related to the assigned work, and is often considered the subject matter expert.
- Ability to address issues and problems that are highly complex, varied, and have competing importance, outcomes, and impacts to the organization.
- Ability to receive work assignments in the form of objectives, priorities, and deadlines.
- Capable of performing duties independently and exhibits skills that allow the incumbent to take on land development, including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drain, grading, land use, and utilities.
- Civil engineering applied to estimates, studies, technical reports, design, plans, specifications, and professional recommendations for a variety of engineering activities.
- Construction including survey, inspection, and public works contract administration procedures, and engineering materials and methods.

- o. Public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- p. Equipment and materials used in street construction and maintenance.
- q. Design and drafting methods, software, and equipment.
- r. Principles and practices of project management.
- s. Data gathering, analysis, and research.
- t. Lead, organize, supervise, and evaluate the work of staff.
- u. Independently plan, perform, and coordinate advanced level professional and technical engineering studies, computations, drawings, reports, and surveys.
- v. Interpret, apply, and ensure compliance with applicable policies, procedures, laws, and regulations.
- w. Management and administration of construction and engineering contracts.
- x. Write clear, concise, and accurate technical and non-technical reports, correspondence, and memoranda; prepare reports, agreements, and accurate records.
- y. Prepare accurate plans, specifications, cost estimates, and engineering reports and make accurate engineering computations and drawings.
- z. Learn and use complex software programs and systems, especially as required for engineering design and construction.
- aa. Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations; analyze and interpret data; draw valid conclusions; develop reports.
- bb. Explain complicated technical matters in non-technical terms.
- cc. Adapting to changing, intensive deadlines.
- dd. Performing highly detailed work.
- ee. Use math and perform complex scientific and mathematical computations.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- Must be physically capable of moving about on construction work sites and under adverse field conditions. (Reasonable accommodations may be made to enable individuals with disabilities to appropriately access construction work sites.)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite, and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach

with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.

- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORKING ENVIRONMENT

- **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Engineer III** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Engineer III

Date

Print Name: _____

Engineering Manager

Date



Water Quality Manager

DEPARTMENT: Public Works
DIVISION: Water Quality
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Water Quality Division Manager is responsible for the daily operation, maintenance, and supervision of personnel at the Water Filtration Facility, Wastewater Treatment Plant, and all other facilities in connection with wastewater operations.

SUPERVISION RECEIVED

Works under the direction and supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over water/wastewater treatment plant operators, facilities, and systems.

ESSENTIAL JOB FUNCTIONS include the following, but are not limited to:

- Operates and maintains the Wastewater Treatment Plant and sanitary sewer lift stations to control flow and processing of wastewater, sludge, and effluent to meet NPDES and other local, state, and federal regulations. Act as Department of Environmental Quality (DEQ) Supervisor of Record for wastewater treatment and collection systems.
- Operates and maintains the Water Filtration Facility to produce high quality water that meets local, state, and federal regulations. Oregon Health Authority (OHA) Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Oversees the analysis of water, wastewater, and sludge samples to provide data for the efficient operation of the treatment plants, as well as compliance with federal, state, and local regulations, with the use of in-house and outside labs.
- Analyzes annual operating costs and makes recommendations for department budgets.
- Plans, schedules, and implements maintenance and operation personnel and activities as they have to do with the operation of the Water Filtration Facility, the Wastewater Treatment Plant, and the sanitary sewer lift stations.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the associated facilities.
- Supervises the control and use of, and assumes responsibility for all equipment materials, and supplies used in the maintenance, construction, and repair of the Water Filtration Facility, Wastewater Treatment Plant, and lift stations.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.

- Must be able to perform all duties of an operator.
- Required to work weekends and be on call.
- Participates in short- and long-term planning of capital improvement projects.
- First point of contact with DEQ and other regulatory agencies on wastewater issues and OHA on water treatment issues.
- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a four-year college or university with a Bachelor's degree in a science related field.
- b. Five (5) years of experience relating to the construction, repair, and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment.
AND,
- c. Five (5) years of experience relating to the operation, repair, and maintenance of a Level II Water Treatment Plant.
- d. Training or experience in micro-fiber filtration facilities, technologies, or processes.
- e. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair: considerable knowledge of wastewater treatment plant operation and maintenance.
- b. Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- c. Knowledge of modern water treatment methods, theories, and practices.
- d. Knowledge of safe drinking water regulations.

SPECIAL REQUIREMENTS

- a. Valid state driver's license, or ability to obtain one.
- b. Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.
- c. Wastewater Collection Operator Grade Level II, and ability to obtain Level III.
- d. Water Treatment Operator Grade I, and ability to obtain Level II.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including Microsoft Word, Excel, Power Point, and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Water Quality Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Water Quality Manager

Date

Print Name: _____

Public Works Director

Date



Facilities Maintenance Supervisor

DEPARTMENT: Public Works
DIVISION: Facilities and Joint Maintenance
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Facilities Maintenance Supervisor is responsible for city-wide building management and maintenance work involving the upkeep, repair, renovation, and construction of all city facilities and the public works fleet including heavy equipment, motor vehicles, and the city fleet parts inventory. Leads, directs, and supervises the daily activities, functions, and operations of assigned staff in the Facilities & Joint Maintenance division. Establishes work priorities and adjusts schedules as needed to meet objectives. Directs, monitors, and supervises all assigned staff to ensure services are being performed as specified, conducts field visits and spot checks of work being performed. Monitors safety practices of assigned staff and conducts evaluation and training when necessary.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision over all Facilities and Joint Maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises and plans work schedules; selects, trains and monitors work performance of assigned personnel; performance appraisals for personnel in assigned division.
- Schedules and conducts training and safety meetings for assigned personnel.
- Supervises and manages janitorial services, maintenance, repair, cleaning, and replacement of City facilities and fleet equipment/inventory by insuring a clean and safe facilities.
- Performs a variety of operational safety tests and adjusts operating equipment and methods to ensure compliance with local, state, and federal requirements.
- Determines and recommends equipment, materials, safety needs, devices, and/or equipment for assigned operation, maintenance, and improvement projects.
- Inspects and evaluates work in progress and upon completion.
- Reads and interprets maps, diagrams, schematics, contracts, and work orders.
- Troubleshoots and diagnoses problems and plans and implements efficient and effective solutions.
- Monitors and assists with the Division's budget by researching and making recommendations for budget expenditures.

- Prepares purchase orders; orders Division's supplies and materials; completes relevant department reports and maintains other work-related records as needed.
- Supervises, and directs a variety of light and heavy equipment including, but not limited to, tractors, dump trucks, backhoes, forklifts, and bucket trucks.
- Oversees and supervises various activities, including painting and repair of both interior and exterior of City buildings.
- Coordinates the use of equipment and procurement of materials for assigned jobs.
- Plans review of upcoming City projects, works with City staff and contractors throughout projects.
- Oversees contractors performing work on City facilities.
- Supervises building repair and maintenance tasks, including general carpentry work, painting, concrete, welding, plumbing, and building electrical systems.
- Provides timely and responsive actions to internal/external customer questions, concerns, complaints, and claims related to City buildings/facilities.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Associate degree; AND/OR
- b. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.
- c. Equivalent to completion of five (5) years of increasingly responsible experience in public works, maintenance, fleet management, janitorial services, repair, and operations including three (3) years of lead experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Methods, equipment, and materials used to maintain public facilities and infrastructure.
- b. Types and levels of maintenance and repair functions performed in public works operations.
- c. Materials and supplies needed for completion of public works maintenance projects.
- d. Occupational hazards and standard safety precautions and practices.
- e. Recordkeeping principles and procedures.
- f. Principles and practices of budget development and administration.
- g. Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- h. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- i. Modern equipment and communication tools used for business functions and program, project, and task coordination.
- j. Computers and software programs to conduct, compile, and/or generate documentation.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- A CDL is highly desirable.
- AED/CPR certificate, or the ability to obtain one within 6 months of hire.

TOOLS AND EQUIPMENT USED

- Ability to operate a lift, and small hand tools, chainsaw, shovel, two-way radio, telephone, computer, measuring devices; ability to drive a vehicle to and from various work sites.
- Steel-toed leather boots, steel-toed rubber boots, gloves, eye protection, head protection, safety vest, and ear protection.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May be required to wear respiratory equipment. Employees may

interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

- **Working Conditions:** Position has normal business hours. Occasional attendance at evening meetings required.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Facilities Maintenance Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Facilities Maintenance Supervisor

Date

Print Name: _____

Public Works Director

Date



Engineering Intern

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of internship level technical work in support of the engineering, development, GIS, CAD, and construction inspection functions for the Public Works Engineering Division. Work involves practical application of basic engineering principals and knowledge.

SUPERVISION RECEIVED

Works under the direction supervision of the Engineering Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Provides office design support and field engineering support for water, wastewater, stormwater, street, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.
- Maintains reports, files, plans, maps, project status reports, and as-built records.
- Assists in the preparation of drawings for engineering projects, including maps, graphs, charts, spreadsheets, and as-builts.
- Performs field work necessary for the collection of data for engineering, development and/or geographic information system (GIS) studies.
- Assists, as assigned, in the various phases of project design, researches records.
- Reviews private project development plans, as assigned, for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
- Assists in the development, maintenance, and updating of various engineering, AutoCAD, and GIS databases.
- Reviews technical drawings, construction plans, calculations, engineering studies, impact analysis, and reports; gathers data; prepares reports.
- Assists in maintaining data layers and spatial data structures using GIS and AutoCAD tools and relational databases.
- Performs research into public records and other documents pertaining to the project.
- Provides staff assistance to the senior Engineering Division staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a high school or GED.
- b. Currently enrolled in an undergraduate or graduate Civil Engineering program at an accredited university with varied technical engineering related studies and/or work experiences.
- c. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

KNOWLEDGE, SKILLS, & ABILITIES

- a. Knowledge of the principles, practices, terminology, techniques, and instruments related to area of assignment.
- b. Ability to establish and maintain computerized and manual record keeping systems.
- c. Knowledge of standard office practices and procedures for maintaining and setting up manual and electronic files.
- d. Skill in utilizing applicable computer applications effectively in support of functional area.
- e. Data gathering and research.
- f. Strong analytic and problem-solving skills.
- g. Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge.
- h. Ability to communicate effectively, both orally and in writing.
- i. Ability to prepare clear and concise records, reports, and files.
- j. Ability to understand engineering plans, specifications, and other technical documents.
- k. Ability to operate office equipment and technology tools including personal computers, laptop computers, printers, and large format plotters.
- l. Ability to establish and maintain positive and cooperative working relationships with other employees and the public.
- m. Physically perform the essential job functions.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment, electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach

with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.

- **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Engineering Intern** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Engineering Intern

Date

Print Name: _____

Engineering Manager

Date



Water Quality Intern

DEPARTMENT: Public Works
DIVISION: Water Quality
SUPERVISOR: Water Quality Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of internship level technical work in support of water treatment, wastewater collection, and wastewater treatment facilities.

SUPERVISION RECEIVED

Works under the direct supervision of the Water Quality Manager in matters related to the operation and maintenance of the Water Filtration Facility, the Wastewater Treatment Plant, and sanitary sewer lift stations.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Water Filtration Facility

- Monitors SCADA system to observe conditions, plant operations, and treatment processes.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Assist in preparing samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Learns in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Assists in performing all routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

Wastewater Treatment Plant

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

- Assists in the operation, maintenance, and repairs of malfunctions at the Wastewater Treatment Plant, including gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects and tests wastewater samples as requested.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from a high school or GED.

KNOWLEDGE, SKILLS, AND ABILITIES

- The ability to learn the use of equipment, materials, methods, and procedures used in the Wastewater Treatment Plant and Water Filtration Facility maintenance and operation activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain prior to employment.

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to wear all required safety and protective gear and equipment.

- **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station are subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places, and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- **Working Conditions:** Position has normal business hours.
- **Resource Accountability:** Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Water Quality Intern** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Water Quality Intern

Date

Print Name: _____

Water Quality Manager

Date



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Notice of Intent to Award for 2021 Aerial Imaging and GIS Data Update, Project No. M-498
DATE: December 8, 2021

Staff has been discussing updating our aerial photo and related mapping data for years. Not only is our data dated, but we wanted to capture the area before waterfront and industrial business park development occurred as a “before” image to document transformative change.

The last complete update to the City's aerial imaging and GIS data was in 1995. A partial update was completed in 2001. These included images converted to AutoCAD files for use by the City's Engineering Division. In approximately 2005, the City converted AutoCAD files and additional street and utility information from various project as-built drawings to GIS shape files. In 2009, aerial imagery from the National Agriculture Imagery Program provided updated imagery but no additional conversions were done. The GIS system has been periodically updated and is used extensively by the Public Works Engineering and Operations Divisions, Planning Department, Building Department, and others.

The City recently published a Request for Proposal for this effort, with a deadline of December 2, 2021. This can be viewed here: <https://www.sthelensoregon.gov/rfps>. We received seven proposals. One was grossly incomplete and disqualified, the other six were evaluated by a selection committee consisting of the Public Works Director, Engineering Project Manager, Associate Planner/Community Development Project Manager and myself.

The selection committee determined that GeoTerra is the most suitable entity for this effort.

\$100,000 is budgeted for this project, consisting of \$75K from Public Works funds and \$25K from Planning funds in the current budget. As the contract will exceed \$75,000, **the City Council needs to approve the selection committee's recommendation at your Regular Session.**

With the Council's approval, we can commence with the final scope and have a contract ready to execute at a future Council meeting.

City of St. Helens
RESOLUTION NO. 1944

A RESOLUTION ADOPTING A COMMUNITY PUBLIC SAFETY FEE

WHEREAS, the City of St. Helens has created a public safety fund to help facilitate the funding of city public safety; and

WHEREAS, the City finds that it is in the public's interest to plan for long term development of public safety as continued growth comes into the city; and

WHEREAS, the City has held numerous public forum events to hear public feedback; and

WHEREAS, funds raised from this fee will provide support for public safety within our city; and

WHEREAS, this public safety fee will be scheduled to begin on January 16, 2022; and

WHEREAS, this public safety fee is scheduled to end once payback of a new public safety facility is achieved.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. Fees and charges.

<u>FEE TYPE</u>	<u>AMOUNT</u>	<u>FEE BASE</u>
Public Safety	\$3.00 per month	per EDU

Approved and adopted by the City Council on December 15, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator


Subject: **Administration & Community Development Dept. Report**

Date: December 15, 2021

Business Licenses Reports attached.

BUSINESS LICENSE REPORT

City Department Approval: 12/6/2021

Signature 

Date: 12-3-21

Item #9.

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00096	11/19/21-11/19/22	PATRIOT BURGER	RESTAURA RESTAURANT	0.00
00266	1/01/22- 1/01/23	THE BEAUTY LOUNGE	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00278	12/01/21-12/01/22	UNWINED WITH ART	ART ART	0.00
01003	11/08/21-11/08/22	MING SURVEYORS, INC.	SURVEY SURVEYOR	0.00
01004	11/08/21-11/08/22	HOFFMAN STRUCTURES, INC.	CONTCONC CONTRACTOR-CONCRETE	0.00
01005	11/08/21-11/08/22	HOFFMAN SPECIALITY CONTRACTING	CONTSHEE CONTRACTOR-SHEETROCK	0.00
01006	11/08/21-11/08/22	HOFFMAN CONSTRUCTION COMPANY	CONTGEN CONTRACTOR-GENERAL	0.00
01008	11/17/21-11/17/22	*CRYSTAL WHIMSY	RETJEWEL RETAIL - JEWELRY	0.00
01010	11/23/21-11/23/22	JEREMYS QUALITY CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00

12-03-2021 2:48 PM

F O R M S R E G I S T E R

P. *Item #9.*

PACKET: 00252 120621 BL Approvals 12/6/2021 BL Approvals

SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
ART ART	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CONTCNC CONTRACTOR-CONCRETE	1	0.00
CONTGEN CONTRACTOR-GENERAL	2	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
RESTAURA RESTAURANT	1	0.00
RETJEWEL RETAIL - JEWELRY	1	0.00
SURVEY SURVEYOR	1	0.00
 TOTAL ALL CODES:	 9	 0.00

** END OF REPORT **