



**CITY OF
KIRKLAND, WA**

invites your interest
in the position of

Public Works Director



Annual Salary Range:
\$179,671 - \$234,431
Plus Excellent Benefits Package

Open Until Filled

First Review: August 5, 2025

THE IDEAL CANDIDATE

The City of Kirkland is seeking its next Public Works Director. This position reports to the City Manager and is a member of the City's Executive Management Team. The Public Works Director must be a mission-critical leader who oversees infrastructure development, maintenance, field operations, capital project delivery, and emergency response. This individual must lead with strategic clarity and operational excellence, serving as a key advisor to the City Manager and a collaborative partner to elected officials, regional entities, community members, and internal departments.

We are seeking an experienced leader with substantial field operations oversight, a proven track record of managing complex capital projects, and a passion for public works. Experience modernizing operations, familiarity with regional partners, and demonstrated crisis leadership is a plus.

Success in this role requires a determined leader who demonstrates the following competencies:

- 1. Leadership, integrity and resilience** - Understands the importance of creating a healthy and inclusive workplace, models high ethical standards, takes responsibility when something goes wrong, leads by example.
- 2. Communicates effectively and collaboratively** - Encourages open and transparent two-way dialogue, readily shares information, approachable, listens to understand, promotes conflict resolution; ability to communicate expectations and have difficult conversations (no surprises).
- 3. Responsive, proactive and effective** - Takes lead on follow-up on City Manager/Council requests, stresses the value of planning ahead, flexible, resourceful.
- 4. Inspiring and motivating** - Ability to communicate the

big picture, encourages teamwork and achieving goals, appreciates individual strengths, acknowledges staff efforts and gives credit.

- 5.** Appropriately guides and directs the work of the Department - Strikes a balance between giving constructive feedback and guidance while not being too prescriptive and micro-managing, ability to hold everyone equally accountable.
- 6.** Empathetic and supportive - Demonstrates care, concern, and interest in staff; proactively provides support when employees are stretched.
- 7.** Administrative competency - Technical skills that support budget and policy development and implementation.
- 8.** Visionary - Ability to express the Department's story and narrative, demonstrates energy and excitement,

and ability to make decisions to move the organization forward in a specific direction.

In addition, this leader must embody the City's Leadership Commitments, which are summarized below:

Communicate: Actively listens, shares information clearly, and supports leadership development

Collaborate: Builds inclusive relationships and promotes teamwork across departments

Act: Demonstrates accountability, resourcefulness, and recognition of others

Adapt: Embraces innovation, learns from feedback, and leads through change

COMPENSATION

The Director of Public Works has an annual salary range of \$179,671 - \$234,431

The City benefits package includes:

- Medical/Dental/Vision plans with 100% City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance (2x annual salary) & Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b (MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 20 days per year, max accrual 25 days/year

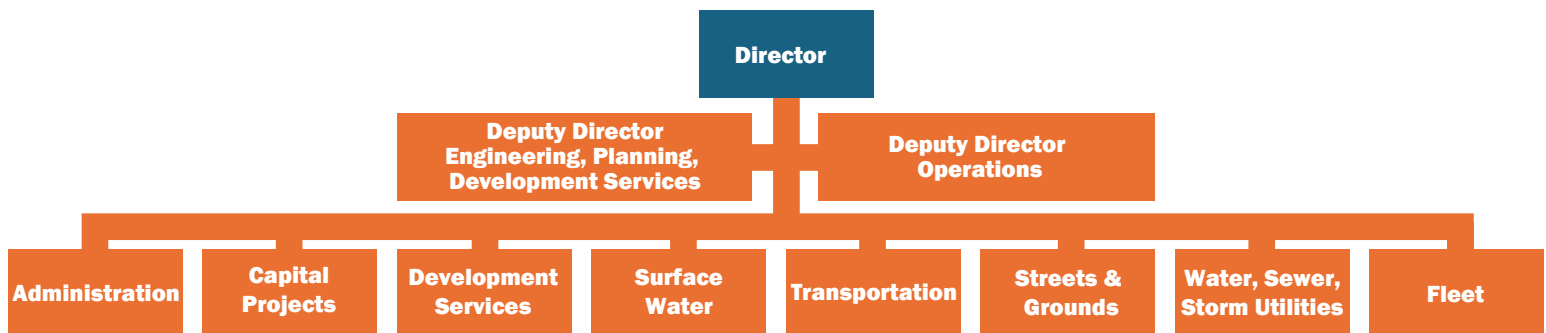
- Sick Leave – 8 hours per month
- Paid Holidays – 13 days per year
- Management Leave – 50 hours per year (may be cashed out)
- Community Service Day & Floating Holiday – 1 day each per year
- Flexible Spending Account Options
- EAP & Wellness Program
- On-site Workout Facility
- ORCA Transit Pass
- Childcare – Discounted Rates
- No State income tax

POSITION OVERVIEW

The Director of Public Works leads, plans, directs, and oversees the activities of the Public Works Department, including the planning, construction, operation, maintenance, and repair of Kirkland's water, sewer, stormwater, street and transportation infrastructure, solid waste systems, and fleet to ensure the City meets the current and future needs of the community.

- Establishes and implements strategic vision, goals, objectives, and priorities which align with the City Manager and City Council goals and work plan.
- Ensures that all Public Works services and capital projects are provided on time, on budget, and that continuous quality is delivered to all internal and external customers.
- Provides timely and accurate development and administration of operating and capital budgets, consistent with City Council priorities and budget policies and expenditure guidelines.
- Oversees the forecasting of staffing, operational costs, and capital improvements for the City's utilities including water, sewer, surface water, and solid waste, and transportation infrastructure.

- Works collaboratively with water, sewer, and solid waste utility providers to prepare and administer contracts, interlocal agreements, franchise agreements, and Memorandums of Understanding.
- Ensures the planning, training, and preparation of emergency and storm responses, including the safe and efficient response during an event.
- Oversees the development and implementation of the City's Capital Improvement Program, General Sewer Plan, Comprehensive Water System Plan, Surface Water Master Plan, Comprehensive Solid Waste Management Plan, and Transportation Strategic Plan, and other plans as directed by the City Manager and City Council.
- Provides policy and technical guidance to staff, other City departments, the public and appointed and elected officials on public works policies, regulations, and programs.
- Determines overall department policies and procedures and implements City codes and standards. Explains and validates department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.



APPLICATION AND SELECTION PROCESS

Visit kirklandwa.gov/Government/Work-at-the-City

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Applications will be accepted until the position is filled. For questions, please contact Julie Underwood, Interim Public Works Director/Deputy City Manager of Operations, at (425) 495-6732 (cell).

Please include a resume and cover letter with your online application.

MINIMUM QUALIFICATIONS

- Education: Bachelor's Degree from an accredited college or university. Coursework in civil engineering, capital project management, operations and maintenance, public administration, or a related field.
- Experience: 10 years of increasingly responsible management experience, including 5 years at a senior supervisory level.
- Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience that demonstrates the individual's

knowledge, skills, and ability to proficiently perform the essential duties and responsibilities listed above.

Licenses and Other Requirements:

- Must have a valid Washington State Driver's license and ability to remain insurable under the City's insurance to operate motor vehicles.
- Professional Engineering license preferred.
- Public sector work experience preferred.

WHY KIRKLAND

Imagine a modern, vibrant city on the shores of Lake Washington. Featuring all the Pacific Northwest has to offer, Kirkland provides an exceptional quality of life. In fact, Money Magazine ranked Kirkland third on its 50 Best Places to Live in the U.S. list in 2022.

Kirkland is for everybody. Kirkland offers numerous waterfront parks, miles of trails, and fantastic playgrounds. Kirkland's diverse community creates exceptional opportunities to enjoy and celebrate a wide variety of art and culture. Nearly a quarter of Kirkland's residents were born outside the U.S., adding to the city's rich cultural tapestry and making it a welcoming place for all. Kirkland schools offer top-quality education. And Kirkland's community centers provide programs for people of all ages.

Kirkland is a connection to the rest of Washington state and beyond. Bellevue, Seattle, and Seatac International Airport are just minutes away.

WHY CITY OF KIRKLAND

The City of Kirkland provides a unique opportunity to make an impact in a place that strategically plans for growth and is creating a welcoming and belonging community. Employees take pride in being trusted stewards of the public's resources, infrastructure, environment, and quality of life.

Kirkland offers stability, as demonstrated by its City Manager who has served for over 14 years, as well as ample resources to support innovative projects and initiatives. The City Manager leads a dedicated team of more than 750 full-time employees with a biennial operating and capital budget of \$1 billion. The Public Works Department has an operating budget of \$213 million, a capital budget of \$170 million, and a team of nearly 180 talented, hardworking individuals.

