

Nova Heaton, PE

December 19, 2025

Shannon Moore, HR
Director City of Lake Forest
Park 17425 Ballinger Way
NE Lake Forest Park, WA
98155

Dear Ms. Moore,

I am excited to apply for the Public Works Director position with the City of Lake Forest Park. Your commitment to providing exceptional public services and fostering a collaborative environment resonates strongly with my professional values and experience. As the current Public Works Director for the City of Snohomish, I bring over twenty years of engineering and leadership expertise, combined with a proven ability to manage complex operations and build strong community relationships.

In my current role, I oversee all aspects of public works, including infrastructure maintenance, capital project delivery, utility operations, and compliance with regulatory standards. I lead a talented team of professionals and union staff, ensuring projects are completed efficiently and with the highest quality. My approach emphasizes transparency, open communication, and empowering employees to contribute their expertise, which has resulted in improved team performance and interdepartmental relationships. I prioritize clear, consistent direction by developing and maintaining policies and procedures that promote fairness for both citizens and staff.

I am passionate about strategic planning and sustainable growth. At Snohomish, I have advanced initiatives that strengthen transportation systems, improve pedestrian and bicycle connectivity, and integrate Complete Streets principles into our planning framework. These efforts reflect my belief that public works should not only maintain essential services but also shape communities for long-term resilience and livability.

My technical background as a licensed Professional Engineer, combined with hands-on experience in municipal operations, positions me to navigate the challenges and opportunities of Lake Forest Park's infrastructure needs. I understand the importance of interdepartmental collaboration and fiscal responsibility, and I am committed to delivering solutions that align with your city's vision and values.

I would welcome the opportunity to bring my leadership and expertise to Lake Forest Park. Please feel free to contact me to discuss how I can contribute to your team's success.

Thank you for your consideration.

Sincerely,
Nova Heaton, P.E.

Nova Heaton, PE

Professional Summary

Public Works Director and licensed Professional Engineer with 20+ years of experience in municipal infrastructure, policy development, and strategic planning. Dedicated to strengthening inter-departmental communication and building partnerships for collaboration. Committed to engaging all stakeholders in open dialog to identify issues and develop practical solutions.

Professional Experience

Public Works Director

City of Snohomish | June 2022 – Present | Snohomish, WA

- Lead a team of 35 staff managing public works operations, utilities, parks, and transportation planning.
- Oversaw \$25M annual budget and implemented comprehensive planning updates and municipal code revisions.
- Secured grant funding and improved compliance through strategic policy development.
- Ensured transparent communication with city council and elected officials.
- Developed and implemented policies and procedures to ensure consistency and compliance across all public works operations.
- Directed long-term planning projects such as the Complete Streets Policy and Local Road Safety Plan to improve multimodal accessibility and reduce roadway hazards.
- Implemented a digital work order system to centralize requests, track progress, and ensure timely completion of maintenance tasks.
- Coordinated emergency operations and recovery efforts while maintaining detailed expense records for federal reimbursement.
- Organized utility maintenance staff input and coordination with engineering and planning to make sure projects meet functional needs and minimize future maintenance challenges.

Development Services Manager

City of Arlington | March 2017 – June 2022 | Arlington, WA

- Managed development review, transportation planning, and right-of-way permitting.
- Implemented Complete Streets Policy and secured multimillion-dollar grants for infrastructure projects.
- Supervised staff and streamlined municipal code interpretation and updates.
- Enhanced public engagement and interagency collaboration for long-term planning initiatives.

Engineer II

Snohomish County Public Works | December 2007 – March 2017 | Everett, WA

- Designed and managed river engineering and fish passage projects, including hydraulic modeling.
- Prioritized culvert replacement projects and managed grants and interlocal agreements.
- Produced construction plans using Civil 3D and oversaw consultant coordination.

Additional Engineering Roles

Bayview Surveying & Engineering | Whatcom County Public Works | Leonard, Boudinot and Skodje Inc. | 2000 – 2007

Held progressive roles in civil engineering and project management, specializing in roadway design, drainage systems, hydraulic modeling, and construction oversight.

Education & Licenses

Licensed Professional Engineer (PE), Washington State

Bachelor of Science in Civil Engineering, University of Iowa

Technical Proficiencies

- AutoCAD
- Civil 3D
- Hydraulic Modeling Software
- MS Office Suite
- Cleargov Budgeting Tool
- iWorQ work management