

MONTHLY REPORT TO COUNCIL

Meeting Date: 4/2/2025
Prepared by: Mouhamad Zaher
Department: Public Works
Reporting Period: March 2025
CC: City Administrator John Walsh



1. General Operations

- Advertised for Bid/Proposals for three separate projects – Belton Sewer Step System Capacity Study, St. Helens Dock Repair and Debris Boom Project, and Reservoir Siting Study.
- Submitted Senate Fiscal Year 2026 Community Initiated Project (CIP) Appropriations Gant Application request for \$15M for the new reservoir project.
- Speed limit on Gable Rd has been lowered to 30 mph.
- Working with AKS in Columbia County claims Strand Street and Plaza Square public right-of-way. We should have a full report from them soon.
- The Public Works Department budget has been submitted to Finance.
- CIP – Capital Improvement Projects Budget has been submitted to Finance.
- Visited the State Capitol last week and met with Senator Weber and Representative Edwards to request support for the Reservoir Project.

2. Staffing & Personnel

- Public Works Construction Inspector - Tim Underwood's retired as of April 1, 2025, after more than 23 years of tenure. We will greatly miss him.
- Wrapping up review of qualified applicants for the Engineering Tech position and in the process of setting up interviews.
- Public Works Utility I position is currently open for recruitment and a committee has been formed. In the process of reviewing applications.
- The Engineering Team will attend the APWA Spring Conference in Salem, OR for the week of April 28.

3. Projects & Initiatives

A. Ongoing Key Projects

- South 1st and Strand Street / South 1st St – St Helens Intersection Improvements/ Undergrounding.
- **P-525:** Signage being installed; Overlook railings are to be installed; decisions on paver bands are made, but we have concerns about cracked pavers at the South 1st/Cowlitz intersection which has been addressed.
- **R-685:** Work at the South 1st St/St. Helens Street intersection in the final stages of completion. We'll open the intersection for a 3-way traffic this week.

- **R-685A:** Landis & Landis undergrounding is on hold until MEI completes certain stages of the work at the South 1st/St Helens intersection. Their contract was extended to 4/30/2025 in the fall.
- **M-532:** Punchlist has been provided to MEI. CRPUD now has approved ROW permits to complete their work but are being very slow to start.
- **Sanitary Sewer Capacity Upgrades:** Continue to work with Consor on getting the project ready for bid. The cost estimates are much higher than anticipated and we may have to stage the projects.
- We've successfully completed a major infrastructure project for the Water Filtration Facility by replacing 59 total membrane racks (Full Stack).

B. Upcoming Projects

- **Belton Road Sewer Step System Capacity Study:** Project is out for proposals.
- **Reservoir Siting Study:** RFP is out for proposals, and we've received 3 total. A committee has been formed to review the proposals next week.
- Jurisdictional transfer of Gable Rd from US30- Columbia Blvd/ Columbia Blvd from Sykes Rd to Gable Rd/and Bachelor Flat Rd from Gable Rd/Columbia Blvd 430 west, just past Whitetail Ave.

4. Upcoming Events & Important Dates

- **Ceremony Ribbon Cutting: (Largest Project in the City's History)**
 - The date has been secured for Thursday, June 26, 2025.
- **APWA Spring Conference** – April 2025.

Attachments (If Applicable)

- Public Works Supervisor job description (minor update) for review/approval.

Public Works Supervisor



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

POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works ~~Director~~Operations Manager.

SUPERVISION EXERCISED

Exercises ~~close~~ supervision over assigned utility workers and equipment operators of Public Works.

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

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works ~~Director~~Operations Manager in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Attends appropriate safety seminars/conferences, coordinates the safety program, conducts monthly safety meetings, and maintains records to meet OSHA standards.
- Serves as liaison to the Safety Committee.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- ~~Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.~~
- ~~Responsible for water treatment plant.~~
- Responsible for joint maintenance facility.
- Reviews and signs off on building permits.
- Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- ~~Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.~~
- ~~Responsible for checking wells and the water treatment plant on non-working days.~~
- Subject to being called into work during off hours.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and 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.

SPECIAL REQUIREMENTS

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

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.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 equipment 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 **Public Works 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:

Public Works Supervisor

Date

Print Name: _____

Public Works ~~Director~~ Operations Manager

Date