Ordinance No. 1808

(Amending or Repealing Ordinances)

CFN=147 – Personnel
Passed 1/2/1973
Creating the position of Director of Public Works

Amended by Ord. 3512 (now Sec. 2.28)
Amended by Ord. 3926 (Sec. 2.28)
ORDINANCE NO. 1808

AN ORDINANCE of the City of Kent, Washington, creating the position of Director of Public Works, designating those departments of the City which shall report to the Director, describing the duties of the office and the qualifications of the Director, and providing for the salary for the position.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

Section 1. There is hereby created a position known as the "Director of Public Works". Said position is created in accordance with the Kent City Policy Manual adopted by Resolution 658 and further adopted by Ordinance 1784 of the City of Kent.

Section 2. The following departments will report to the Director of Public Works:

1. Engineering
2. Street
3. Equipment Rental
4. Water
5. Sewer
6. Garbage

Section 3. DUTIES: The Director of Public Works shall organize each department that reports to him in the most efficient manner possible to the end that the interests of the citizens of the City of Kent shall be best served; coordinate engineering done for the City by consultants and have ultimate responsibility for all such projects; create an effective working relationship between the Department of Public Works and all other City departments; supervise each of the departments reporting to him and make periodic reports to the City Administrator.
Section 4. APPOINTMENT: The Director shall be appointed by the City Administrator in accordance with the provisions of the Policies and Procedures Manual solely on the basis of his professional qualifications with special emphasis on his professional experience and education and demonstrated knowledge of accepted practices relating to the duties of his office.

Section 5. QUALIFICATIONS: The Director shall have, or be capable of obtaining, within a reasonable period of time after appointment, a certificate of registration with the Washington Board of Registrations for Professional Engineers and Land Surveyors. He shall have a minimum of five (5) years experience in a supervisory engineering capacity. It is preferable, although not a requirement of the position, that he be a graduate of a duly accredited four-year college or university in Civil Engineering.

Section 6. GENERAL POWERS AND DUTIES: Subject to the provisions of Section 3 above, the general powers and duties of the Public Works Director shall be:

(a) Supervise and assist in the engineering surveying and drafting work involved in public works and improvements of the City or its utilities such as preparation of estimates, plans, specifications, reports and recommendations and public improvements.

(b) Supervise the keeping of plans, plats, maps, drawings, dedications, final estimates and specifications relating to City affairs.

(c) Be responsible to the City Administrator for the construction and repair of public streets, City owned utilities, and provide technical and advisory engineering assistance to other department of the City.
Section 7. SALARY: The salary of the Public Works Director shall be that as established in the Annual City Budget.

Section 8. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as provided by law.

ISABEL HOGAN, MAYOR

ATTEST:

MARIE JENSEN, City Clerk

APPROVED AS TO FORM:

DONALD E. MIRK, City Attorney

PASSED the 2 day of January, 1973.

APPROVED the 4 day of January, 1973.

PUBLISHED the 5 day of January, 1973.

I hereby certify that this is a true copy of Ordinance No. 1808, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, CITY CLERK (SEAL)