

**City of Sherwood, Oregon  
Resolution No. 96-626**

**A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES AND  
EMPLOYEE HANDBOOK, ADDING THREE JOB DESCRIPTIONS, AND  
ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the current City Personnel Rules and Employee Handbook (hereinafter called ("Rules")) were established by Resolution 93-547, effective July 1, 1993; and

**WHEREAS**, in the course of reviewing work loads in the Administration and Public Works-Engineering Departments, management has determined additional staffing is critical to properly conduct City business.

**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

Section 1. Job Descriptions: The City's Job Descriptions, attached hereto as Exhibit "A", are hereby approved and adopted.

Section 2. Effective Date. This Resolution shall become effective February 13, 1996.

Duly passed by the City Council this 13th day of February 1996.



\_\_\_\_\_  
Walter Hitchcock, Mayor

ATTEST:

  
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Jon Bormet, City Manager-Recorder

City of Sherwood, Oregon  
Community Development Department  
(DOCNAME: PWENG.JD)

CITY ENGINEER

**BASIC FUNCTION:** Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Engineering Department services.

**ESSENTIAL DUTIES**

1. Coordinates and supervises all regular department activities directed towards designing and constructing municipal parks, municipal buildings, water, sanitary sewer, street, and storm water facilities.
2. Provides for, or obtains, all typical municipal civil engineering services, including capital project design, plan reviews and project inspections, both for public and private projects.
3. Coordinates functions of department with municipal, county, State and federal agencies, Fire District officials, advisory committees, builders, engineers, and planners for building code enforcement and infrastructure projects.
4. Selects, trains, supervises, evaluates, disciplines, and discharges department staff as per City Personnel Rules.
5. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual department budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government utilities and public works.

**AUXILIARY DUTIES:**

1. Works with the Public Works Director with the establishment, maintenance and updating of public works project files, City mapping, and associated records.
2. Participates in the development of goals, operational policies and programs for the entire City government.
3. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Engineering Department is to professionally and efficiently design and construct City utilities, parks, buildings, streets, and other public facilities. The City Engineer is responsible for administering a department operating and capital budget, and for managing a permanent staff of seven including inspection staff. The City Engineer must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and

image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the City Manager. Regularly supervises Building Official, and Project Inspectors. May supervise other employees. Works closely with City Planning Director and Public Works Director.

**JOB CONDITIONS:** Normally works a 40-50 hour week in both office and field settings. Subject to call-out at all times. Frequently required to work extended hours and to inspect or participate in department activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgement, make independent decisions and produce positive results with limited resources. Physical demands typically involve the mobility and manual dexterity to participate in a full range of construction activities, including entering and exiting construction excavations, moving around multi-story structures under construction.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with other City employees, elected and appointed officials, other public works and governmental agencies, contractors, builders, engineers, planners and related professional, public and private utility companies, vendors, local businesses, residents, and visitors. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

**EDUCATION/LICENSES:** Equivalent to a bachelors degree in civil engineering required. Additional education in civil engineering and public administration preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by five years employment as a civil engineer including extended employment in a senior and independent supervisory capacity required. Prior employment with a local government agency preferred. Must be able to accurately and effectively prepare, interpret, and revise engineered plans, be able to effectively prepare and implement complex budgets and capital plans, and have strong personnel management skills. Additional experience may be substituted for education at the City's discretion.

**COMPENSATION:** Class 11, FTE \$4,085 to \$4,509 monthly (FY 95-96)

City of Sherwood, Oregon  
Administrative Department

ASSISTANT TO THE CITY MANAGER

**BASIC FUNCTION:** Assists the City Manager in tasks related to the supervision and control of administrative and business affairs of the City.

**ESSENTIAL DUTIES:**

1. Assists in the general supervision of all City employees, except for municipal court judges, with particular emphasis in the areas of personnel policies, employee training, risk management, administrative and customer service.
2. Assists in the preparation of the annual budget.
3. Attends, in lieu of the City Manager, all meetings and conferences that he or she is unable to attend.
4. Carries out special projects and assignments at the direction of the City Manager.

**AUXILIARY DUTIES:**

1. Participates in the development of goals, operational policies, and programs for the entire City government.
2. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Administration Department is to provide for the efficient overall management and coordination of City services. The Assistant to the City Manager is responsible to assist the City Manager in meeting this goal. The Assistant to the City Manager must perform his or her duties in a manner that reflects positively on the City.

**SUPERVISION:** Reports to the City Manager. Assists in general supervision of all employees. Directs work of City Hall office staff who deal with the general public in regard to customer relations.

**CONDITIONS:** Normally works in an office setting on a flexible schedule. Regularly required to work evenings and extended hours. Must be able to use sound judgment, make independent decisions, and produce positive results with limited resources. Physical demands typically involve the mobility and manual dexterity related to usual office tasks including the use of computer equipment, and moving of office materials up to ten (10) pounds.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, developers, consultants, and other individuals and groups doing business with the City. Contacts are frequently

complex and may be of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

**EDUCATION/LICENSES:** Bachelors degree required. MPA, MBA or CPA preferred.

**EXPERIENCE/SKILLS:** Public sector experience especially in the areas of personnel, budgeting risk management, and administrative services desirable.

**COMPENSATION:** Class 7, FTE \$2,445 to 2,699 monthly (FY 95-96)

City of Sherwood, Oregon  
Public Works Department

(DOCNAME: PWDIR.JD)

PUBLIC WORKS DIRECTOR

**BASIC FUNCTION:** Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Public Works Department services.

**ESSENTIAL DUTIES**

1. Coordinates and supervises all regular department activities directed towards operating and maintaining municipal parks, municipal buildings, water, sanitary sewer, street, and storm water facilities, and associated equipment.
2. Selects, trains, supervises, evaluates, disciplines, and discharges department staff as per City Personnel Rules.
3. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual department budget.
4. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government utilities and public works.

**AUXILIARY DUTIES:**

1. Coordinates the establishment, maintenance and updating of public works project files, City mapping, and associated records.
2. Participates in the development of goals, operational policies and programs for the entire City government.
3. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets, and other public facilities. The Public Works Director is responsible for administering a department operating and capital budget and nine functional divisions (Streets, Water, Sewer, Storm Drainage, Equipment Rental, Parks, Building Inspection, Building Rental, and Building Maintenance), and for managing a permanent staff of eleven. The Public Works Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the City Manager. Regularly supervises Public Works Operations Manager, and may supervise other Public Works employees. Works closely with City Planning Director and City Engineer.

**JOB CONDITIONS:** Normally works a 40-50 hour week in both office and field settings. Subject to call-out at all times. Frequently required to work extended hours and to inspect or participate in department activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgement, make independent decisions and produce positive results with limited resources. Physical demands typically involve the mobility and manual dexterity to participate in a full range of construction activities, including entering and exiting construction excavations, moving around multi-story structures under construction, and moving various materials up to forty pounds.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with other City employees, elected and appointed officials, other public works and governmental agencies, contractors, builders, engineers, planners and related professional, public and private utility companies, vendors, local businesses, residents, and visitors. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

**EDUCATION/LICENSES:** Education in civil engineering and/or public administration considered. Must possess a valid Oregon drivers license.

**EXPERIENCE/SKILLS:** Level of experience typified by five years employment as a Public Works Director or Supervisor including extended employment in a senior and independent supervisory capacity required. Prior employment with a local government agency preferred. Must be able to accurately and effectively interpret engineered plans, be able to effectively prepare and implement complex budgets and capital plans, and have strong personnel management skills. Additional experience may be substituted for education at the City's discretion.

**COMPENSATION:** Class 11, FTE \$4,085 to \$4,509 monthly (FY 95-96)