



### Benefits and Salary:

**\$98,424- \$119,736/year**

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

### Minimum Qualifications:

- Bachelor's degree in Business Administration, Organizational Leadership, Engineering, Project Management, or a closely related field from an accredited college or university.
- At least three (3) years of progressively responsible experience in project management, public works management, or operations supervision, including two (2) years with staff supervision, budgeting, and administrative responsibility.
- Experience in a municipal or public sector setting preferred.
- Equivalent combinations of education and experience that demonstrate the ability to perform the work will be considered.
- Must possess excellent interpersonal and communication skills, with the ability to interact professionally, effectively, and tactfully with staff, contractors, and the public.

# Street & Capital Projects Manager

The City of Hermiston is seeking an experienced and motivated professional to oversee and manage the daily operations of the Street Department while leading citywide capital improvement efforts. This position plays a key role in shaping Hermiston's infrastructure—serving as project manager for all Capital Improvement Plan (CIP) projects within the Water, Sewer, and Street Departments, and providing high-level administrative and technical support to the Assistant City Manager.

As a leader in this role, you will coordinate multiple public works projects, guide staff in the delivery of essential city services, and ensure that infrastructure improvements meet the highest standards of safety, efficiency, and quality.

### Key Responsibilities

- Oversee daily operations, activities, and personnel within the Street Department.
- Manage and coordinate all phases of Capital Improvement Plan (CIP) projects across Water, Sewer, and Street divisions—from planning and design through construction and completion.
- Administer contracts, budgets, and schedules to ensure projects are completed on time and within scope.
- Supervise, mentor, and evaluate department staff; promote a culture of accountability, safety, and professional growth.
- Ensure compliance with all applicable federal, state, and local laws, regulations, and standards governing capital improvement and public works projects.
- Oversee the design, construction, and maintenance of public infrastructure including transportation systems, utilities, and storm drainage facilities.

### Ideal Candidate Profile

The successful candidate will have a strong background in program development, construction project management, contract administration, and public works operations. This role requires both strategic vision and hands-on management, with the ability to lead diverse teams and coordinate complex projects in a dynamic municipal environment.

The full description of duties and application packet can be found on the City's website: <https://www.hermiston.gov/jobs>

Interested candidates must submit a City of Hermiston Employment Application, including verifiable work experience and resume to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: [hr@hermiston.gov](mailto:hr@hermiston.gov) First review of applicants will be Friday, October 24, 2025.

The City of Hermiston is an equal opportunity employer.



## Position Description

### Street & Capital Projects Manager

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Classification: Exempt

Department: Street

Grade: 53

Union: Non-Union

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#### **General Statement of Responsibilities**

Responsible for overseeing and managing the activities and operations of the Street Department staff; serving as project manager for all Capital Improvement Plan (CIP) projects within the Water, Sewer, and Street Departments; and providing highly responsible and complex administrative support to the Assistant City Manager.

#### **Supervision Received**

Works under the general supervision of the Assistant City Manager, who establishes broad objectives but provides limited functional direction. The manager is expected to independently manage the execution of the Capital Improvement Plan, supervise Street Department staff, and make day-to-day operational decisions without regular review.

#### **Supervision Exercised**

Directly supervises Street Department staff, including assigning work, managing projects, overseeing inspections, evaluating performance, and issuing or recommending disciplinary actions as necessary.

#### **Examples of Duties - Essential Functions**

*The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

1. Oversee and manage the daily operations of the Street Department.
2. Serve as project manager for engineering design and construction of CIP projects, act as liaison with City staff, developers, engineers, consultants, the general public, and external agencies.
3. Serves as a member of the development team. Reviews plans, set design policy, works with contractors, inspectors, and other team members. Reviews infrastructure, ADA requirements and permits.
4. Develop project schedules and timelines; assign work tasks; monitor and manage project budgets.

5. Plan, direct, coordinate, train and review the work of Street Department staff; assign activities and projects; review and evaluate work methods, procedures, and results; meet with staff to identify and resolve issues.
6. Manage and participate in the development and implementation of goals, objectives, policies, and priorities related to the CIP, the City's Transportation System Plan, and other assigned programs.
7. Prepares periodic internal and external reports and correspondence related to area of responsibility.
8. Recommend and administer policies and procedures.
9. Represent the department at board, commission, and committee meetings; prepare and present staff reports and related correspondence.
10. Collaborate with the Assistant City Manager and other Public Works superintendents in setting priorities for CIP implementation.
11. Represent the Street Department to other departments, elected officials, and outside agencies; coordinate assigned activities with other entities.
12. Oversee contract engineering staff in the preparation of engineering drawings, specifications, bid and contract documents, and related project materials.
13. Prepare and administer the Street Department budget; assist with development and oversight of CIP budgets; forecast funds for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement necessary adjustments.
14. Prepare reports and technical documentation for the City, state, and federal agencies, and other organizations.

### **Screening Criteria**

**Education and Experience:** A bachelor's degree in Business Administration, Organizational Leadership, Engineering, Project Management or closely related field from an accredited four-year college or university; at least three (3) years of increasingly responsible experience in project management; public works management or supervision of operations, programs, and services in one or more public works specialty areas that includes two (2) years of administrative and staff supervisory responsibility, budgetary, and management responsibility; preferably in a municipal or public sector environment: OR any equivalent combination of education and experience determined to ensure the knowledge, skills and ability to perform the work.

**Special Requirements/Licenses:** Possession of a valid driver's license at time of hire with an acceptable driving record is required and must be maintained as a condition of continued employment.

**Knowledge of:** This position requires a solid understanding of the principles and practices of program development and administration, contract administration, and construction project management. It also requires knowledge of federal, state, and local laws, rules, standards, and regulations governing the planning, design, and implementation of capital improvement projects

in Oregon. In addition, the role calls for expertise in budget development, preparation, and administration, as well as effective methods and practices of supervision, training, and performance evaluation. Principles and practices of civil engineering and development activities, design, construction, and maintenance procedures for public works facilities including transportation, utilities and storm drainage.

**Skills:** The role requires proficiency in construction-related methods, tools, and equipment, along with strong verbal and written communication skills and solid mathematical ability. Excellent computer skills are also essential, including proficiency with MS Office Suite programs. Maintains effective working relations with other employees, contractors, and the public. Communicates a variety of technical information verbally, in reports, and business correspondence, and produces bid documents when needed.

**Ability to:** Manage and oversee a Capital Improvement Program; direct, coordinate, and evaluate the work of Street Department staff; and recruit, supervise, train, and assess employee performance. They will have the ability to develop and administer division goals, objectives, and procedures; prepare clear and concise administrative and financial reports; and review, approve, and apply construction standards, plans, and specifications. This role also requires ensuring compliance with established safety rules and regulations, analyzing problems, identifying alternatives, projecting consequences, and implementing effective solutions. The candidate must be able to interpret and apply federal, state, and local policies, laws, and regulations; respond effectively to public inquiries; communicate clearly and concisely both orally and in writing; and establish and maintain cooperative working relationships with colleagues, contractors, agencies, and the public. Interprets, applies and is able to explain technical codes and standards in a comprehensive manner. Displays leadership that results in successful project management. Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines. Making effective decisions when presented with multiple options for how to progress with the project.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

This position requires the ability to perform a variety of physical activities, including standing, walking, bending, stooping, kneeling, and lifting objects of moderate weight. The employee may be required to work outdoors in varying weather conditions and navigate uneven terrain. Visual and auditory acuity are necessary to review plans, operate equipment, and communicate effectively. The role may also require occasional driving to project sites and the ability to operate tools, machinery, and vehicles safely.

**Working Conditions:** *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 position work is generally performed in an office environment but may require frequent fieldwork and occasional light lifting. Requires the ability to bend, hear voice and telephone conversation, keyboard, write and sit and stand for extended periods of time. May be exposed to all forms of temperature and inclement weather, varied terrain, dust and irritants. Requires the ability to hear in a busy environment with distractions and vision to read and understand complex engineering drawings and contract documents. May occasionally be exposed to moving vehicles and equipment.