



PUBLIC WORKS SUPERINTENDENT

City of Milton-Freewater, Oregon

\$114,888 – 139,668 annually (DOQ/DOE)



THE COMMUNITY

The City of Milton-Freewater (population 7,321) is a charming and up-and-coming community which boasts several local eateries, outdoor amenities, and renowned wineries. Located in Umatilla County near the Columbia River and Washington-Oregon border, the City exemplifies the beauty of Eastern Oregon, and its proximity to the Blue Mountains provides residents and visitors alike easy access to ample nature-based recreation opportunities. The region is known for its thriving artisan agricultural industry, home to lush fruit orchards and distinct vineyards, and visitors can take in the scenic views while partaking in a round of golf, join in on the local community events and annual festivals, or simply enjoy the unparalleled access to exceptional vineyards that the valley provides.

- THRIVING AGRICULTURAL CENTER
- CHARMING DOWNTOWN
- WELCOMING COMMUNITY
- URBAN AND RURAL AMENITIES
- SCENIC NATURAL ENVIRONMENT

Founded in 1950 when two neighboring towns of Milton and Freewater merged, the City has a deep-rooted history in agriculture from its location in the fertile Walla Walla Valley. The spirit of the settlers who were drawn to the rich farmland is carried on today, and the City is located within the Walla Walla Valley Wine Appellation which encompasses thousands of acres of vineyards perfectly situated to produce exceptional products.

Visitors are warmly greeted by a close-knit, welcoming community in a scenic setting. The epitome of Eastern Oregon, and with proximity to urban amenities, Milton-Freewater is ripe with opportunity.

THE ORGANIZATION

The City of Milton-Freewater is a full-service municipal organization that operates under a Council-Manager form of government. With the City Manager acting as the chief executive officer, the City is organized across eight departments including City Administration, Community Development & Planning, Electric, Finance, Fire, Human Resources, Library, Police, and Public Works. There are 58 City employees and it's 2026 adopted budget was approximately \$47.9 million.



THE POSITION AND DEPARTMENT

Reporting to the City Manager, the Public Works Superintendent leads and coordinates all aspects of the City's infrastructure and essential services, including activities related to water, sewer, solid waste (with recycling and landfill), streets, stormwater, irrigation, parks, facilities, pool, golf course and fleet operations, as well as emergency response for snow, ice and weather events. Electric service is managed as a separate utility within the City. As a key contributor to the City's management team, the Public Works Superintendent also plays a critical role in shaping complex and long-term, planning, resource management, and capital improvement strategies for the City. The Public Works Department is supported by approximately 19 FTE plus aquatic center and seasonal employees. The Department maintains roughly 52 acres of parks and recreation facilities, and the aquatic center houses a 25-meter and 6-lane pool with a 170 ft. flume water slide.

The City's motto, "Low Cost Utilities", is at the core of the Public Works Department's mission.



• **POPULATION:** 7,321

2026-27 BUDGET:
\$47.9 million

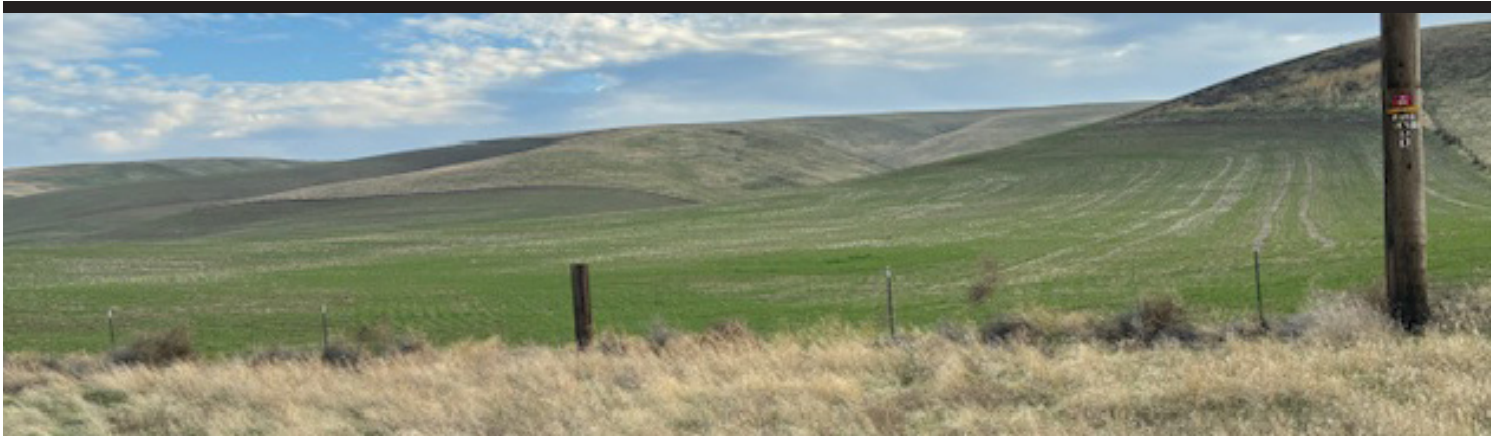
PUBLIC WORKS FTE: 19

PUBLIC WORKS FUNCTIONS:

- Water, Sewer, Streets, and Warehouse Operations
- Solid Waste Collection and Recycling
- Parks, Golf Course, Pool, and Buildings
- Motor Pool Fleet and Replacement and Bus Maintenance

BENEFITS INCLUDE:

- 90% City-paid Medical, Dental, and Vision Insurance for employee and eligible dependents
- City provided cell phone or stipend
- AD&D, Long-Term Disability, and Life Insurance
- City-covered PERS contribution six months after hire
- Generous vacation and sick leave
- Vehicle Allowance



THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership skills and commitment to public service** to establish vision and consistent strategic direction for the Department in alignment with City priorities. A leadership style that demonstrates accountability, strategic thinking, fairness, a collaborative mindset, and open communication. Team management experience to support and develop staff, promote continuity and attention to detail in operational practices, and foster collaboration while maintaining oversight over a wide range of departmental services and responsibilities. An ability to effectively and strategically advocate for department needs with a commitment to being proactive and forthright in presenting challenges, clear in setting expectations, and diligent in following through on commitments is essential. An ability to develop and maintain high-quality working relationships with colleagues, staff, elected leaders, and the community with positivity, dedication, and sense of civic pride is vital.
- **Wide-ranging public works operations knowledge and experience to provide oversight for a broad range of utility services and responsibilities** including infrastructure management and capital development. Public works operations expertise to establish strategic, long-term vision and bring new perspective on operational approaches. Skills to support the design, construction, and maintenance of public infrastructure assets including review of plans, technical engineering reports, budget estimates, and other relevant data with a focus on accuracy, efficiency, and regulatory compliance. Capacity to exercise sound judgement to strategically pursue

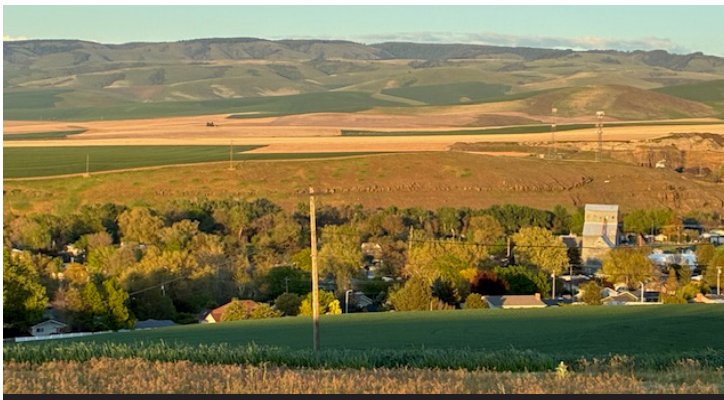
process changes such as including new technology for asset management and emergent opportunities while upholding long term department priorities and within available resources is important. Ability to facilitate effective development review and interdepartmental coordination that promotes effective coordination and excellent customer service.

- **Demonstrated skills related to strategic and project planning** for public infrastructure and other assets to facilitate effective, high-quality, and timely delivery of a variety of complex long-range projects. Experience to lead or contribute to planning efforts related to public works or important City planning efforts to promote effective maintenance and sequencing of work for efficiency and cost-saving.



THE IDEAL CANDIDATE (CONT.)

- **Excellent staff management abilities** to provide leadership, guidance, and support for the Department's teams to promote efficiency, attention to detail, safety, and spirit of teamwork. Expertise to support continued improvement in departmental processes, staffing, workforce planning, and scheduling to maximize staff safety, health, and efficiency is important. A management style that is communicative and collaborative, accessible, supportive internally and externally, and maintains high standards of performance and accountability. An ability to support staff development through ongoing training and mentorship, offering growth or advancement opportunities for a stable and long tenured staff as well as to promote department succession planning and resilience.
- **Skills to provide and support effective financial management**, including budget development, forecasting, and coordination of state and federal grant funding in collaboration with the City's finance team. Experience managing and evaluating utility rates and System Development Charges (SDCs) to ensure appropriate City utility billing processes, finance planning and eligibility for grants. Familiarity with, or willingness to learn, public financing tools to support capital project planning is expected.
- **Experience with procurement and contract management** to attain and supplement specific expertise, training, and/or staff capacity needed to meet Department responsibilities. Management experience and public works knowledge to facilitate effective scoping, financial evaluation, and project delivery management. Ability to provide clear guidance, accountability, and oversight through regular communication is important.



- **A commitment to maintain and enhance effective working relationships with significant local and regional partners** in governmental, private, and non-profit sectors is also important. An ability to foster cooperative partnerships, navigate regulatory processes, and cogently represent the City's interests is essential. Skills to work effectively with Oregon Department of Transportation, Umatilla County, Department of Environmental Quality, and other regional and State entities to promote innovation, collaboration, and streamlined project delivery.
- **Clear, consistent, and respectful communication skills** to effectively represent complex information orally and in writing to elected officials, staff, regional partners, businesses, developers, community groups, and residents. An ability to convey technical, financial, and regulatory issues in an accessible manner to a wide range of audiences with a collaborative customer service-oriented mindset.
- **A willingness to be visible in the community and show appreciation of Milton-Freewater** for its welcoming small-town character and spirit of volunteerism. A commitment to being transparent, accessible, and responsive to the community is expected. Demonstrated ability to build strong relationships with residents, community volunteer groups that support City maintenance and events, and local organizations is essential.



OPPORTUNITIES AND PROJECTS

The next Public Works Superintendent will have the opportunity to provide leadership, strategy, and oversight over experienced and dedicated Public Works teams, continuing to enhance the professionalization and efficiency of Department operations.

This role offers the unique opportunity to apply public works expertise across with a compelling range of services and responsibilities and develop shared vision with a strong team in a supportive and welcoming community.

Solid Waste Service Planning and State Recycling Modernization Act Implementation

The City of Milton-Freewater runs municipal solid waste service which needs planning work for future service, as well as development of a recycling program to meet new state requirements. The implementation of the program will include marketing of materials collected and negotiating contracts with approved recycling partners. Additionally, development of the recycling program will include identification and negotiation with approved recycling partners as well as thoughtful community education initiatives to inform community members about the new recycling requirements.



Water Infrastructure Investment and Expansion

With the completion of the water master plan, the City has approximately 20 million dollars of water system projects identified. Many are underway or in preparation to invest in the community's long-term growth and vitality. Notable examples of these projects include:

- drilling a new well to support development on the South end of town,
- replacement of a water reservoir that still requires financing,
- overseeing the completion a grant funded water rate study underway including community education about the findings and implications for rate planning,
- and completion of an aquifer feasibility study.

Golf Course Infrastructure and Business Model

The City owns and operates a community golf course that is in need of infrastructure modernization, business planning, and other improvements to ensure effective operation with fiscal responsibility. Infrastructure improvements include work on an antiquated irrigation system and other improvements. Additional business planning is needed to evaluate operations as well as ensure continuity of operations in leased spaces such as the pro shop and restaurant.

EDUCATION/EXPERIENCE

A bachelor's degree in civil engineering, public administration, or related field, and at least (3) years of progressively responsible experience in public works operations, engineering, or municipal infrastructure management is required. A valid Oregon's Driver's License (or ability to obtain one) with a satisfactory driving record is required.

Combinations of relevant education and experience that demonstrate the knowledge, skills, and ability to perform essential functions may be considered.



RECRUITMENT PROCESS

Applications Due:

October 7, 2026

Preliminary Online Video Interviews:

Week of October 12, 2026

*City of Milton Freewater is an
Equal Opportunity Employer*

For additional details, application materials, and instructions on how to apply, please visit

www.jensenstrategies.com/recruitment/miltonfreewaterpws

Questions may be directed to:

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