



**CITY OF GRANDVIEW
JOB POSTING
PUBLIC WORKS UTILITIES SUPERVISOR**

The City of Grandview has an opening for a Public Works Utilities Supervisor. Duties of this position and the terms of employment are in accordance with the City of Grandview Personnel Manual. Salary for the Public Works Utilities Supervisor is \$5,897 - \$8,838 per month depending on qualifications. A comprehensive benefits package is also provided.

Applications and job descriptions are available on-line at www.grandview.wa.us or at City Hall, 207 West Second Street, Grandview, WA 98930, (509) 882-9200 and will be mailed upon request. Completed and signed applications can be taken or mailed to the above address or emailed to anitap@grandview.wa.us by 5:00 p.m., Friday, May 30, 2025.

The City of Grandview is an Equal Opportunity Employer.

Publish: Grandview Herald/Prosser Record Bulletin – May 14 & 21, 2025
Sunnyside Sun – May 14 & 21, 2025
Yakima Herald – May 11 & 18, 2025
Tri City Herald – May 11 & 18, 2025
City's Facebook page
City's Website

POSITION DESCRIPTION

Position: Public Works Utilities Supervisor
Report to: Public Works Director
Department: Public Works
Revised: January 2, 2025

Position Purpose

The Utilities Supervisor shall assist the Public Works Director in the performance of their duties, specifically assigned responsibilities, and shall be responsible for the direct supervision of crews.

Supervises

All employees in specified operating divisions of the Public Works Department, including water, sewer, irrigation, and garbage.

Essential Job Functions

1. Responsible for the direct supervision of crews in the Public Works Department. Assists in the preparation of budget estimates and budget administration. Supervises, schedules, and trains employees in all divisions of the Public Works Department and evaluates employee performance.
2. Assists the Public Works Director in the preparation of specifications for equipment, solicit for bids using the Small Works Roster process, cost estimates and purchasing of materials, as well as record keeping for all operation & maintenance work.
3. Responsible for the maintenance of all departmental equipment, vehicles, and buildings.
4. Operates equipment and vehicles as required.
5. Assists the Public Works Director and City Administrator in confidential matters relating to labor relations and personnel issues within the department.
6. Effectively recommends the hiring, disciplining, and/ or discharging of employees under their supervision in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
7. Assists with risk management within the department.
8. Performs other related duties as required or assigned.

Working Condition

Work is performed both in the office and in the field.

Minimum Qualifications

High School Diploma or GED equivalent.

Fluency, verbal and written, in Spanish and English is preferred, but not required.

Possession of a Water Distribution Manager II Certification, Cross-Connection Certification, and First Aid Certification or be able to obtain within six months.

Knowledge of current methods, materials, practices, procedures, and equipment used in construction, maintenance, and repair of all public works facilities. An in-depth understanding and adherence to Department of Labor & Industries Safety Standards.

Knowledge of effective supervisory principles and practices, the ability to apply those principles, the ability to plan and assign work, and the ability to make independent decisions in emergency situations is necessary.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.