



Public Works Director Applicant Instructions

The City of Sumas is a friendly town nestled in the foothills of Mt. Baker in the fertile Nooksack Valley of Washington State. During the 1800's and early 1900's, Sumas was the gateway to Canada, rich in mining and logging industries. Today, Sumas' growing economy has a strong industrial, agricultural and tourism base backed by a thriving international railroad and trucking center.

Located adjacent to the Canadian border, the border crossing connects Sumas to the City of Abbotsford, British Columbia. The City of Sumas sits within Whatcom County and is just 45 minutes from majestic Mt. Baker and beautiful waters of Birch Bay. City life and activities are a short drive away in nearby Vancouver, BC and Bellingham.

Thank you for your interest in the City of Sumas and the **Public Works Director** position. Kara Turner, Turner HR Services, Inc., will be assisting the City in this very important selection process.

After reviewing the job description, if you believe you are qualified for this position, please complete the City of Sumas application form and minimum qualifications checklist below. Along with these forms, submit your resume and cover letter addressing the following questions:

- *Why is this position the right next step for you in your career?*
- *What experiences, skills and traits qualify you for this position?*

Materials may be emailed to kara@turnerhrservices.com or mail a hard copy to:

Kara Turner
Turner HR Services, Inc.
441 E. Wiser Lake Road
Lynden, WA 98264

Questions regarding materials may be referred to Kara Turner by email or phone (360) 354-1937.

Applications received by 5pm on **Thursday, August 6, 2015** will receive first consideration (*open until filled*).

*The City of Sumas is an
Equal Opportunity Employer*

MINIMUM QUALIFICATIONS CHECKLIST

PUBLIC WORKS DIRECTOR

Please fully complete and submit this checklist with your application.

REQUIRED Qualifications	Yes	No
1. I have a high school diploma with post-secondary continuing education AND five or more years experience in a Public Works department.		
2. I have experience supervising or leading a work team. <i>Total years of supervisory/lead experience:</i> <i>Largest number of employees supervised at one time:</i>		
3. I have knowledge of Public Works systems and civil engineering design and construction principles and practices.		
4. I have knowledge of methods, practices, and techniques of the maintenance, repair, and operation of water and sewer systems, storm water systems, and streets.		
5. I have knowledge of building, plumbing and mechanical regulations, city zoning, FEMA requirements, and other relevant local, state or federal regulations.		
6. I have experience and the ability to oversee complex public works construction projects to include resource coordination and scheduling and financial management.		
7. I possess basic computer skills. Please list software applications.		
8. I have unrestricted ability to cross the border into Canada for City business purposes and live within approximately 15 minutes of the City to respond to emergent issues.		
9. I have a Washington State Water Distribution Manager Certification (or ability to gain certification within 3 months of hire) and the maintain continuing education requirements.		
10. I meet all other qualifications as outlined in the job description. If not, please explain:		

I hereby certify that all statements made above are true and correct.

Signature

Print Name

Date

City of Sumas

Sumas City Hall
 433 Cherry Street
 Sumas, WA 98295
 360.988.5711

EMPLOYMENT APPLICATION

Position applying for:

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Telephone (Day)	(Evening)	Email address

Do you have the legal right to work in the U.S.? Yes No
Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Are you available to work: Full-time Part-time Temporary
 Please list the hours and days of the week you are available?

Have you ever been dismissed, discharged, fired or asked to resign from a position? Yes No
 If yes, please explain.

Have you been convicted of a felony or released from prison within the last ten (10) years? Yes No
Note: Please explain fully any convictions on a separate sheet of paper. Each case is considered individually. A conviction will not necessarily preclude you from employment; however failure to disclose convictions can disqualify you from employment.

Education			
Type of School	School & Location	Circle Yrs Completed	Degree/Certificate <i>(Year higher level degree earned for verification purposes)</i>
High School		9 th 10 th 11 th 12 th GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

License/Registration/Certificate			
Description	State	Number	Expiration

Work History

Begin with your most recent experience. List all jobs separately (including military) and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

If employment was under different name, indicate name:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

ADDITIONAL EXPERIENCE (volunteer, internship, etc.):

Application Release

- *To the best of my knowledge, the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.*
- *I understand that I will be required to provide documentation showing authorization to work in the United States.*
- *I understand that employees are considered at-will, meaning the employee or the company is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.*
- *I hereby authorize the company or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the company or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the company from any liability for future references the company may provide regarding my work history.*

SIGNATURE: _____

DATE: _____