



CITY OF JOSEPH

City Public Works Director

Join Joseph. Build Something Lasting.

The City of Joseph, Oregon is looking for a hands-on, forward-thinking Public Works Director to lead the infrastructure and operations that keep our community running — and growing. If you're the kind of leader who finds meaning in clean water, well-maintained roads, and a community that trusts its government, we want to hear from you.

About Joseph

Located in northeastern Oregon, the City of Joseph is a small, vibrant community known for its natural beauty, strong civic identity, and high quality of life. With a population of approximately 1,196 residents, Joseph offers the character of a close-knit mountain town with the rewards of meaningful public service.

Governed by a Mayor-Council structure, the City of Joseph is served by seven full-time employees spanning the Administration, Library, and Public Works departments.

The Role

The Public Works Director serves as the operational lead for the City's infrastructure — from utilities and roads to capital projects. Reporting to the City Council and working closely with the City Administrator, this position is expected to provide both high-level leadership and direct operational engagement across all areas of public works.

The Director will be responsible for setting long-term departmental direction while remaining actively involved in the day-to-day functions of a small municipal environment where adaptability and accountability are essential.

Core Responsibilities

Infrastructure & Utilities

- Oversee the planning, maintenance, and improvement of city utilities — water, sewer, streets, and related systems — to ensure reliable, high-quality service for residents.
- Lead capital infrastructure projects from scoping through completion, managing timelines, budgets, and contractor performance.
- Serve as the city's primary point of contact for permits, public works contracts, and external agencies.

Strategic & Administrative Leadership

- Partner with the City Administrator and Council to provide data-driven recommendations on infrastructure investment, land use, and sustainable growth.
- Contribute to the annual budget process, with direct responsibility for the Public Works department budget and long-range capital planning.
- Support compliance with Oregon land-use regulations and city ordinances as they relate to public works and development.

Community & Council Engagement

- Attend City Council meetings and present clear, accessible updates on department priorities, project status, and emerging needs.
- Build trust with residents by communicating proactively, following through consistently, and representing the City with professionalism in every interaction.

Who We're Looking For

The City of Joseph is seeking a practical leader with technical expertise with a strong commitment to public service. The ideal candidate communicates with clarity and confidence — whether presenting to the City Council, coordinating with contractors, or responding to the concerns of a resident. This role demands someone who can balance long-term infrastructure planning with the immediate needs of the community, and who holds themselves to the highest standards of integrity — the kind that restores and sustains public confidence in local government.

Qualifications

Preferred:

- Bachelor's or Master's degree in Public Administration, Construction Management, or a related field.
- 3+ years of progressive experience in public works, municipal operations, or infrastructure management.

Alternate Path:

- 10+ years of relevant professional experience in lieu of a degree will be considered.

Certifications (Preferred):

The following Oregon certifications are not required but are strongly preferred. Candidates who hold one or more of these certifications will be given greater consideration in the selection process.

- Wastewater Treatment Operator — Grade 2
- Collection System Operator — Grade 2
- Water Treatment Operator — Grade 1
- Water Distribution Operator — Grade 1
- Cross-Connection Control Specialist

Core Competencies:

- Working knowledge of municipal infrastructure systems (water, sewer, streets, etc.)
- Familiarity with Oregon land-use planning and public contracting requirements
- Experience with fiscal management and budget experience
- Strong written and verbal communication skills
- High ethical standards and a collaborative leadership style

Compensation & Benefits

Salary: \$80,000/year

Benefits:

- Oregon PERS retirement enrollment
- Comprehensive medical and dental insurance
- 9 paid holidays
- 120 hours PTO per year
- 120 hours vacation leave per year
- Basic life insurance (supplemental available)

Recruitment Process *(Process subject to change per scheduling restrictions)*

June 8 th , 2026	Application Process Open
July 9 th , 2026	Application Deadline
July 13 th -23 rd , 2026	First Review/Candidate Interviews
TBD	Candidate Interviews (second set)

Application Process

To apply for this position, please visit www.josephoregon.org to download an application packet. Along with that packet, please provide:

- A detailed cover letter describing your experience, interest, and leadership style.
- 3 Letters of Recommendation

Please submit your packet via mail or email to:

City of Joseph
P.O. Box 15
Joseph, OR 97846
lmcquead@josephoregon.org

Thank you for your interest in applying for the position of Public Works Director. For questions, please contact Lacey McQuead at lmcquead@josephoregon.org.