

CITY OF  
**WINSTON**  
PUBLIC WORKS



201 NW Douglas Blvd  
Winston, OR 97496

Phone: 541-679-6114  
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### **Public Works Operations Coordinator**

Full Time Position Monday - Friday 7:30AM – 4:00 PM  
\$50,887.20 (\$24.47 Hourly) to \$60,761.98 (\$29.21 Hourly)  
(DOE)

#### POSITION SUMMARY:

The **Public Works Operations Coordinator** performs high-level administrative management and operational oversight for the Public Works Department, for the City of Winston. This position serves as the primary tactical link between the Superintendent, city leadership, and the public. The coordinator is responsible for streamlining departmental workflows, ensuring regulatory compliance regarding permits and public records, and managing the logistical operations of municipal facilities and parks.

#### ESSENTIAL FUNCTIONS:

- **Operational Oversight:** Orchestrate the intake, assignment, and tracking of departmental work orders and citizen service requests; analyze data to identify trends in infrastructure needs.
- **Permit & Regulatory Administration:** Review and adjudicate Right-of-Way (ROW) permits; ensure all departmental actions comply with local, state, and Douglas County regulatory standards.
  - Understanding and interpreting deeds, legal property descriptions.
  - Considerable knowledge of GIS principles and practices.
- **Project Management Support:** Facilitate the capital project lifecycle by managing bidding documentation, tracking submittals, and providing administrative oversight during project inspections.
- **Public Information & Liaison:** Act as the department's primary public informant; resolve complex citizen inquiries with a high degree of diplomacy and independent judgment.
  - Act as the primary point of contact for the public via phone, email and front counter regarding park policies, ordinances, and hours.
  - Receive and log public concerns or work requests and route them to the appropriate maintenance crew.
- **Facility & Asset Management:** Direct the municipal rental platform for the Community Center and Parks; oversee facility inspections, logistics for public events, and vendor coordination.
  - Manage the scheduling and rental process for park pavilions, sports fields and community centers, and issue permits.
  - Review and process applications for special events.

- **Departmental Governance:** Prepare technical reports and briefing materials for City Council or Board meetings; maintain the official repository of departmental records.
- **Procurement & Inventory:** Process purchase orders for park maintenance supplies and maintain an inventory of office and field supplies.
- **Records Management:** Organize and maintain complex filing systems, including contracts, equipment maintenance logs, and historical records for park lands.
- **Correspondence:** Draft, edit and distribute departmental memos, public notices, and newsletters regarding park closures, improvements, and upcoming projects.
- **Supervision Responsibilities:** May provide basic training and orientation to volunteers, students, and newly assigned personnel, for on-site policies and practices.

#### PROFESSIONAL QUALIFICATIONS AND COMPETENCIES:

- Demonstrated expertise in document control, data integrity, and the modernization of administrative workflows.
- Expert-level command of the Microsoft Office 365 Suite, specifically leveraging Excel for data analysis and Word for high-level technical reporting and correspondence.
- Exceptional written and verbal communication skills, with a mastery of technical proofreading and the ability to draft formal city correspondence, public notices, and departmental reports.
- Proven ability to maintain professional poise and exercise emotional intelligence when interacting with the general public, city officials, and diverse stakeholders.
- A track record of fostering collaborative, high-performance relationships within a team environment to achieve departmental goals.
- Demonstrated ability to interpret high-level oral and written directives and execute them to completion with total autonomy and minimal supervision.
- Superior organizational skills with the capacity to prioritize and orchestrate multiple concurrent projects, ensuring all deadlines and quality standards are met in a fast-paced environment.
- Strong mathematical and fiscal literacy, essential for assisting with budget tracking and permit fee calculations.
- Along with any other duties assigned by the Public Work Superintendent.

#### MINIMUM QUALIFICATIONS:

- **Experience:** At least three (3) years of progressive administrative experience, preferably with a strong background in the Public Sector or Local Government.
- **Education:** High School Diploma OR GED required; Associate degree or professional certification in Public Administration. *3+ years of Office Management preferred.*
- **Licensing:** Possession of a valid Oregon Driver's License and a clean driving record.
- Must be at least 18 years of age to apply, pass pre-employment drug screen, and background check. **The City Of Winston is a drug-free workplace.**

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities to perform the functions, duties of the job.

- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials up to 25 pounds.
- Frequently required to stand or walk (occasionally on uneven surface) reach with hands and arms, stoop, bend or squat. At times will need to stand for extended periods of time.

### SUPERVISION:

- Works under the general supervision of the Public Works Superintendent.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to Volunteers, students, and newly assigned personnel on site policies and practices.

### HOW TO APPLY:

Application can be picked up at: Winston City Hall  
201 NW Douglas Blvd  
Winston, Oregon 97496  
Phone # 541-679-6739

OR printed online from the City Website, found at: [www.cityofwinston.org](http://www.cityofwinston.org)

**Applications are to be mailed, or hand delivered to Winston City Hall. Position closes July 6, 2026 all applications received after that date will not be accepted.**

Application must include the following required items: A Cover Letter, Resume, and the City Of Winston Application, for the position of Public Works Operations Coordinator

*Please Note, that strict adherence to the application instructions is required. This process serves as an initial assessment of attention to detail. Applications that do not meet all stated requirements will be discarded without further review.*