



Job Description

Job Title:	Public Works Director/City Engineer	Job Grade:	240
Department/Group:	Public Works	Exempt Status:	Exempt
Reports To:	City Manager	Date Created:	March 2019

JOB SUMMARY

This is a management and technical position that leads and manages the Public Works Department. The Department includes the Engineering, Streets/Sewer, Parks, Stormwater, Fleet, and Building Maintenance Divisions. This position is responsible for overseeing all aspects of the Department's operation, including management of personnel, equipment, budget, consultant oversight, and the Capital Improvement Program (CIP). Management is exercised over subordinate supervisory and technical personnel and work is performed with considerable administrative and professional independence under the general direction of the City Manager. Position involves extensive project management, budget oversight, research long-range planning, public presentations, and community engagement.

PRIMARY JOB FUNCTIONS:

- Researches, drafts and recommends new and revised regulations, plans, policies, procedures and ordinances for the design, installation, operation and long-term maintenance of the City's physical infrastructure to effectively meet the City's short and long-term goals. Oversees implementation of adopted plans and policies.
- Coordinates and oversees preparation of the City's Capital Improvement Program, including budget details, for streets, sanitary sewer, and storm water drainage, building and the Park Improvement Program.
- Reviews and approves the technical design criteria and standard specifications for the design and construction of roadways, sanitary sewers and storm sewers. Interprets and applies the criteria and specifications where there are questions regarding proper interpretation; communicates and explains findings to developers, contractors, property owners and the public orally and in writing.
- Plans, directs, coordinates and supervises the engineering operations for the construction and reconstruction of municipal street, trail and sidewalk system.
- Determines the need for, selects and oversees the work of consultants and contractors necessary to carry-out the work of the Department.
- Directs the establishment of maintenance goals, priorities and standards for the City's physical infrastructure and moving fleet.
- Oversees the City's GIS mapping system, Municipal State Aid System, Pavement Preservation Program, and management of the City's public right-of-way. Responsible for coordinating with MnDOT, the County, the SMSC and other governmental entities to plan, provide input, report, and inspect all roadway related projects.
- Provides direct and in-direct supervision to all Department employees in accordance with City policies, bargaining agreements and applicable laws. Responsibilities include selection, development and training of personnel; planning, assigning, and directing work; appraising performance; addressing complaints, resolving problems and taking appropriate disciplinary action when necessary.
- Develops and recommends annual departmental operating budget and related fee schedule.
- Represents the City at local, regional and statewide meetings, workshops and public hearings.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- Ensures that project costs, schedules and other contractual terms are effectively monitored, including all project change orders and budget.

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- Manage the city street assessment process, including public participation. Responsible for the accurate and timely calculation and preparation of assessment rolls for projects.
- Responsible for providing effective community relations and communications. Provides a participatory process for citizens to provide feedback on programs and improvements.
- Prepares City Council agenda reports and supervises the preparation of City Council agenda reports of subordinates. Responsible for implementation of City Council direction. Attends City Council meetings.
- Serves as a member of the City's management team and ensures effective coordination and communication with other City Departments and promotes collaboration among divisions.

SECONDARY JOB FUNCTIONS:

- Performs other duties and assumes other responsibilities as apparent or as delegated by the City Manager.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor of Science degree in civil engineering or closely related field. Master's degree preferred.
- Ten years progressively responsible management, administrative, supervisory and technical municipal engineering experience or similar work in private consulting working with local governments. Three years public works maintenance experience preferred.
- Demonstrated project management skills. Project management certification a plus.
- Experience with Capital Improvement Planning and budgeting.
- Experience managing consultants to ensure projects are done on time, on budget and without issue.
- Exceptional presentation skills, both orally and in writing.
- Strong working knowledge of Microsoft Office products. Working knowledge of Cartegraph and GIS preferred.

Certificates/Licenses Required:

- Registered Professional Engineer with the State of Minnesota.
- Valid Minnesota Driver's license.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Supervises Maintenance Superintendent, Assistant City Engineer, Water Resource Engineer, Information Systems Coordinator and Mechanics.
- Employee reports to and receives general direction from the City Manager.

Internal/External Contacts:

- Daily contact with all departmental staff.
- Daily to weekly contact with City Council, the public, local businesses and organizations, MNDOT, local counties, developers, and builders.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the professional principles and practices of civil engineering as applied to municipal public works activities.
- Knowledge of administrative practices and procedures as related to public works, parks, fleet and facilities maintenance operations.
- Ability to support Department recommendations within a context of objective, analytical data, and justifiable cost.
- Thorough knowledge of relevant local, state, and federal laws.
- Exhibits a collaborative management style and the ability to form strong cooperative working relationships within the City and across traditional department lines.
- Demonstrated ability to start a project and see it through to the end in a timely and efficient manner.

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- Ability to work with a variety of stakeholders in a friendly and tactful manner to explain and resolve potentially complex and contentious issues.
- Ability to read, analyze and interpret financial reports, legal documents and complex engineering plans and specifications.
- Ability to communicate ideas, explanations and recommendations clearly.
- Ability to organize and delegate responsibility and to evaluate performance and conduct work through administrative review and control procedures.
- Ability to establish and maintain effective working partnerships with other departmental officials; private, public and other agencies; contractors; and the public.
- Knowledge of current developments and literature in the field of civil engineering and natural/water resources.
- Knowledge of Metropolitan Council comprehensive planning and the role of public works within the plan.

WORK ENVIRONMENT:

- Duties are performed in a standard office environment with field onsite project visits.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies and repetitive motions such as typing and sorting.
- May occasionally lift boxes or equipment weighting up to 20 pounds.
- Capacity to shift from one topic to another as circumstances may require.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone/Cell Phone
- Desktop Computer/Laptop
- Copier machine

SUPPLEMENTAL QUESTIONS

1. Describe the three (3) most desirable attributes that a Public Works Director should possess and why.
2. Explain your communication style and the steps you have taken to enhance communication both internally to public work employees and externally to a community that wants to be informed.
3. All department heads in the City of Prior Lake are expected to work together. Describe your experience working as part of an integrated government leadership team. Please provide a specific example of a time when you worked with another department within your organization to achieve an outcome that benefited the organization.

HOW TO APPLY

4. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
5. Email completed application, supplemental questions and any additional information by April 19, 2019 to aschroeder@cityofpriorlake.com.

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.