



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

Public Works Director

SALARY: \$84,760-\$110,177

ANTICIPATED HIRING RANGE: \$84,760-\$110,177

OPENING DATE: 2/13/19

CLOSING DATE: Open until filled – first round of reviews will start 2/27/19

POSITION TITLE: Public Work Director

DEPARTMENT: Public Works

ACCOUNTABLE TO: City Administrator

Primary Objective of Position

The Public Works Director is responsible for complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department. This position must have complex understanding of environment, water, sanitary and storm water, street, traffic control, lighting, parks maintenance, vehicle maintenance, and other public work projects and programs. This position is responsible for budgetary duties.

Essential Functions of the Position

Fiscal Responsibilities:

- Create and maintain short and long-term plans to meet the needs of the City including transportation, street, water, sewer, drainage, light, park planning, and general maintenance.
- Prepares operating budget for Department and utility funds and oversees adopted budget.
- Develop specifications and make recommendations for the purchasing of equipment and vehicles. Responsible for purchasing all supplies and materials needed for effective operations.
- Oversees and participate in the creation of complete and accurate documentation and maintains all department files and records.

Infrastructure Responsibilities:

3880 Laverne Avenue North, Lake Elmo, Minnesota, 55042 * 651.747.3900

- Provides recommendations for the capital improvement plan concerning infrastructure, city facilities and equipment and software purchases
- Coordinates maintenance and construction projects to ensure compliance with time and budget with Engineering and Planning Department
- Oversees assigned municipal projects to ensure contractor compliance with time and budget parameters for the project
- Drafts and recommends policies for all maintenance functions including but not limited to snow, ice, pavement management, street signs and, utility system operations
- Respond to emergencies

Supervisory Responsibilities:

- Provides direction, supervision, and coordination of training Public Works staff, including training employees, planning, assigning and directing work; evaluating performance, rewarding and disciplining employees, suspending employees, transferring employees, adjusting grievances, addressing complaints and resolving problems.
- Recommend hiring, promotion, demotion and discharge of employees.
- Maintain a high level of safety practices through coordination of safety programs and policies and regular inspections of facilities and equipment.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Comprehensive knowledge of general equipment maintenance and repair techniques.
- Comprehensive knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Comprehensive knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- Experience operating heavy equipment in maintenance or construction work, including installation of underground sewer, water, and/or storm sewer utilities, or applicable related experience.
- Manage projects and supervise work crews independently.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.

Education:

Bachelor's degree in civil engineering, business or public administration or closely related field.

Requirements:

Minimum of 8 years of previous public works experience including at least two years in utilities, supervisory experience, and budgeting responsibilities. Must have Commercial Driver's License, Class B driving privileges and a good driving record. Must demonstrate proficient verbal and written communication skills. Must demonstrate equipment operator skills and knowledge of safety procedures for:

- Single Axel Dump Truck
- Skid Loader
- F

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Front End Loader

- Tractor
- Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Class B Commercial Driver's License, or ability to obtain within 2 years
- Class B Water Operator License, or ability to obtain within 2 years
- Class B/SB Wastewater Operator License or ability to obtain within 2 years
- NIMS 700 and HAZ MAT Certifications
- APWA-MN Chapter Public Works Certificate
- Relevant Competent Person Certificate

Desired Qualifications:

- Commercial Driver's License-A (CDL-A)
- Registered civil engineer in the State of Minnesota

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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

Working Conditions: This position must be able to respond to afterhours emergency; physically onsite within 30 minutes. Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
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offer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities

- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

THIS POSITION IS OPEN UNTIL FILLED, WITH THE FIRST ROUND OF REVIEWS TAKING PLACE 2/27/19

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Jake Foster, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL
INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER