

SEEKING TO FILL THE POSITION OF

# DIRECTOR OF PUBLIC WORKS/ UTILITIES - CITY ENGINEER

SALARY RANGE: \$113,651 TO \$143,852

HIRING RANGE: \$113,651 TO \$126,214



# WELCOME TO FAIRMONT, MINNESOTA!



City of Lakes

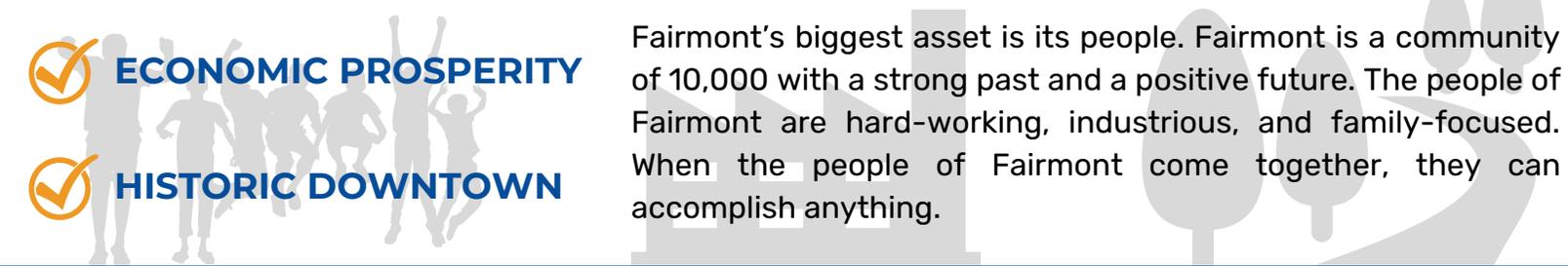


Fairmont is a classic small town, nestled in the plains of southern Minnesota. The City is characterized by rolling plains, lakes and wooded areas. The City's historic downtown and chain of lakes provide a beautiful man-made and natural setting for recreation, gathering, and economic prosperity. Downtown Plaza, the City's historic Main Street, offers a unique variety of retail, businesses, restaurants, and civic buildings in a walkable setting. This asset provides the City with opportunities to meet modern-day expectations for places to gather with friends and family that many communities aren't as lucky to have.

The same can be said for the City's chain of five lakes. The lakes provide a beautiful setting and sense of pride for Fairmont. Nearby creeks provide an opportunity for additional parks, trails, and housing in a natural, active setting.

Fairmont's mix of housing includes historic neighborhoods in a walkable grid system to the north, south, and east of Downtown. Larger homes ring many of the community's lakes with newer housing in the south and west. The beautiful tree-lined neighborhoods are an asset the community can leverage.

-  **GREAT PEOPLE** The City's mix of businesses serve the region's need for retail, service, and industry. In addition to the historic downtown, a commercial corridor exists on the City's east side along State Street and near the interchange with Interstate 90. A number of large-scale industrial sites line the railroad tracks which bisect the community.
-  **CHAIN OF LAKES**
-  **INDUSTRY** As changes to retail, manufacturing, and food processing have taken place nationally, the impact locally is changing the City's environment. Multiple redevelopment and infill opportunities exist within the City's existing infrastructure.
-  **CONNECTIONS**
-  **ECONOMIC PROSPERITY** Fairmont's biggest asset is its people. Fairmont is a community of 10,000 with a strong past and a positive future. The people of Fairmont are hard-working, industrious, and family-focused. When the people of Fairmont come together, they can accomplish anything.
-  **HISTORIC DOWNTOWN**





## **FAIRMONT AREA SCHOOLS, ISD 2752**

A full array of K-12 educational service is available from the Fairmont Area School District and from private religious-based schools. The Fairmont Area School District is a leader in providing trades-education and post-secondary educational offerings, while offering a variety of athletic programs and extracurricular activities.



Mayo Clinic Health Systems-Fairmont campus has been meeting the medical needs of Fairmont and the surrounding community for more than 20 years, offering in-patient and out-patient care, a hospital, an eye clinic, 24-hour emergency room services as well as other specialized programs.

Other providers include; the Center for Specialty Care, Dulcimer Medical Center, and the United Hospital District.

Lakeview Methodist Health Services provides 24-hour skilled nursing care for short or long-term stays, assisted living, and memory care facilities and services.

Fairmont's economy consists of large and small industry and commerce. Major employers includes: CHS, 3M, Fairmont Foods, Mayo Clinic Health Systems-Fairmont Campus, Avery Weigh-Tronix, Hy-Vee, Walmart, Green Plains, and REM Heartland. Fairmont is positioned for continued growth with site available with immediate interstate access.





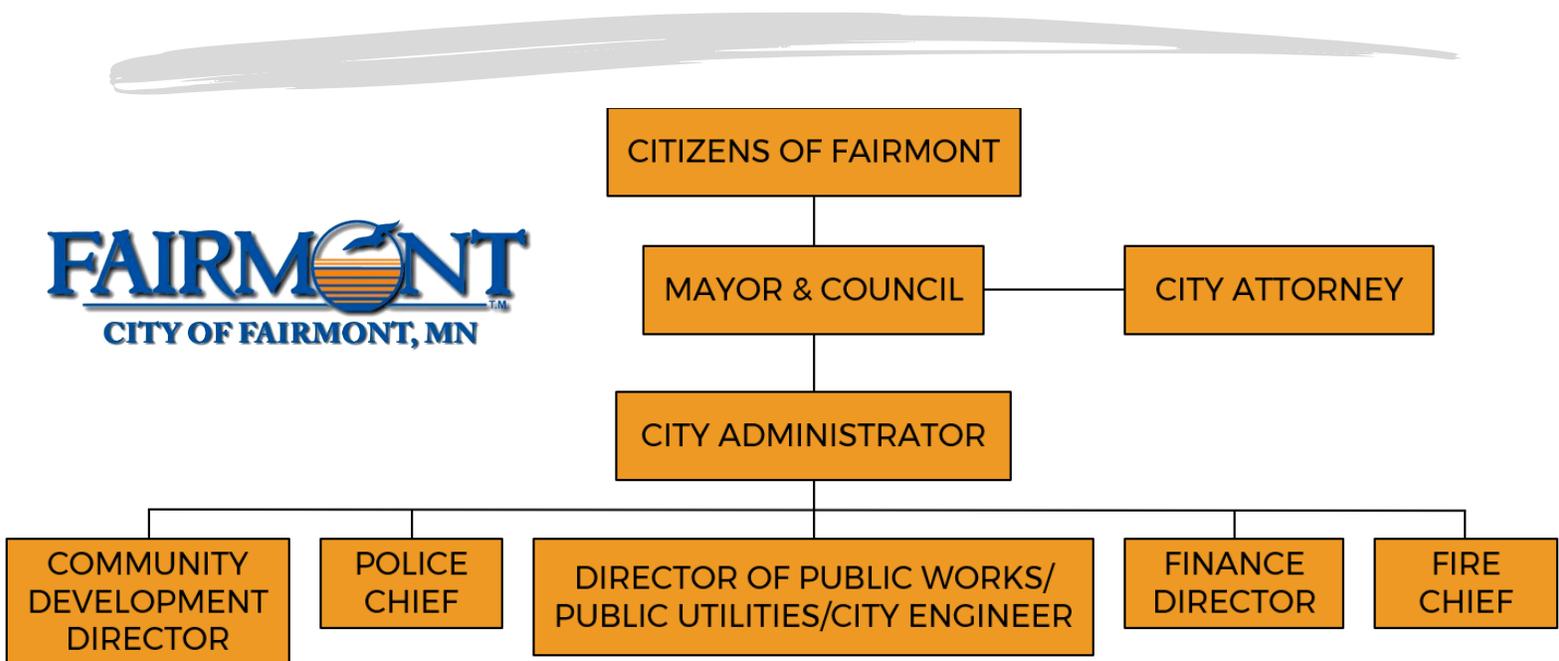
# THE ORGANIZATION

The City of Fairmont is a home rule charter city with a Council-Administrator form of government. The City Council is comprised of six elected officials who govern the issues related to the City of Fairmont. The Mayor and Councilmember-At-Large are elected by all Fairmont citizens. The additional four Council Members are elected by the citizens of the ward they represent. The Mayor and Council Members are elected for a four-year term.

Fairmont is a full service city with 89 full-time and 117 part-time employees. The City maintains 75 miles of streets, 29 parks, 6 miles of trails, and over 400 acres of green space.

The City is financially sound and professionally managed. The City Administrator and Administration Department has been easy to work with allowing for open communication and support to the Director, Department, and its staff.

The Public Works Department has historically operated very well and has been professionally managed. A talented team of staff is in place. Staff take pride in their work, are resourceful, and creative in problem solving. Staff have been given a voice on the Department’s safety and equipment needs. The Department has benefited by having experienced superintendents leading each division, in-house engineering, a new Public Works Building, a new Water Plant in 2013, and the initiation of a City GIS and Asset Management Program. The Department has been recognized with various awards from the State for its projects.



# Public WORKS



The Public Works Department works to maintain and enhance the quality of life for residents through efficient and effective delivery of residential services. Departments under Public Works include the Park Department, the Street Department, the Engineering Department and Stormwater Management.



## Park Department

The Park Department is responsible for snow removal, general maintenance of municipal facilities and buildings, park and trail maintenance and equipment services. The Park Board provides recommendations to the Council regarding park and rec facilities and develops rules and regulations regarding their use. The Park Board is also the Tree Board.



## Street Department

The Street Department is responsible for street maintenance, snow removal and equipment services.



## Engineering Department

The Engineering Department is responsible for the general engineering requirements of the city. The department implements all plans and programs relating to city infrastructure including storm and sanitary sewers, water mains, structures, roadways, sidewalks, bike trails and other improvements. The department also coordinates traffic engineering and grant estimation as well as plat books and easements.

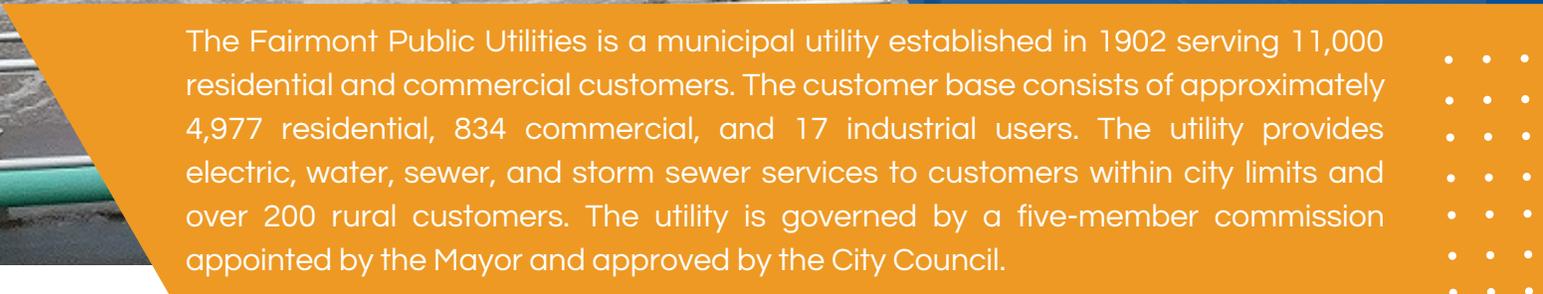


## Stormwater Management

Stormwater management plays an important role in protecting our lakes, rivers, creeks and wetlands. The City of Fairmont is located in the Blue Earth River watershed and its storm sewer system discharges directly to our chain of lakes, which flow to the Blue Earth River.



# PUBLIC UTILITIES



The Fairmont Public Utilities is a municipal utility established in 1902 serving 11,000 residential and commercial customers. The customer base consists of approximately 4,977 residential, 834 commercial, and 17 industrial users. The utility provides electric, water, sewer, and storm sewer services to customers within city limits and over 200 rural customers. The utility is governed by a five-member commission appointed by the Mayor and approved by the City Council.



# AIRPORT

With the largest runway facility and most technically equipped airport in south central Minnesota, the Fairmont Municipal Airport (KFRM) provides general aviation services for the region. The facility serves a wide range of aircraft including corporate jet and other aircraft for local businesses. Approximately 30 aircraft are currently based at the airport. A newly constructed 7-unit T-hangar was made available in 2020 to increase the available aircraft storage. They also recently updated the taxi runways.

The Airport Advisory Board (AAB) provides input on operations and capital needs. The AAB works with City staff to make recommendations to the City Council for budgetary consideration.



## Core Duties of the Job

- Directs and monitors the development of long-range planning for the Public Works (streets, parks, shop, facilities), Public Utilities (electric, water, wastewater), and Engineering Departments and City Airport.
- Works with department superintendents to establish objectives, priorities, and policies within each department.
- Prepares and recommends annual capital and operating budgets in cooperation with department superintendents and staff and monitors expenditures within approved budgetary limitations.
- Prepares or supervises preparation of feasibility reports for municipal improvements including preliminary cost estimates and project recommendations.
- Monitors inspection activities to ensure compliance with City and State codes.
- Reviews availability of federal, state, and other funds for Engineering, Public Works, and Public Utility use and makes recommendations to the Council and the Public Utilities Commission.
- Monitors current monies/grants being used by the Public Works, Public Utilities, and Engineering departments.
- Directs the preparation of assessment rolls based on established procedures.
- Functions as liaison and advisor to various consultants, government agencies, developers, other City departments, and the public.
- Maintains contacts with outside agencies, i.e., MNDOT, MMUA, MPCA, MDH, DNR.
- Functions as Chief Engineer on improvement projects to ensure compatibility with established City design and maintenance standards.

# CORE DUTIES OF THE JOB - CONT'D

- Directs the maintenance of appropriate Public Works and Public Utilities files, records, and maps.
- Drafts resolutions, ordinances, and revisions related to Public Works/Utilities for consideration by the City Council and Public Utilities Commission.
- Attends Public Utility Commission, City Council, Park Board, Airport Advisory Board, staff, and other meetings as needed.
- Contributes to and participates in problem solving within management team.
- Directs the implementation of the City's MS4 permit, Stormwater Pollution Prevention Program (SWPPP), and Surface Water Management Plan.
- Reviews construction plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans, and authorizes permits.
- Directs the preparation of engineering project plans and specifications related to Public Works improvements and maintenance for water, sanitary sewer, storm sewer, streets, etc. This includes site investigation, design calculations, project estimates, and construction documents.
- Administers construction contracts and negotiates contracts and change orders.
- Administers the bridge inspection program, pavement management system, asset management system, CAD, and GIS programs.
- Serves as a member representative on Southern Minnesota Municipal Power Agency (SMMPA) Board.
- Oversees staffing in all Public Works, Public Utilities, and Engineering Departments including hiring and other personnel related actions.

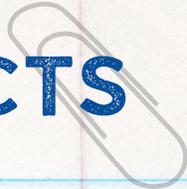


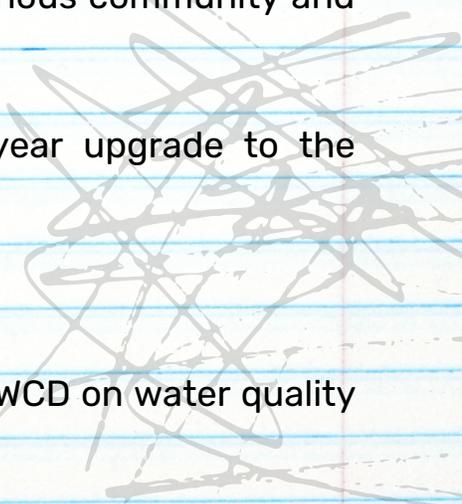
# Desired Attributes

- Has developed a broad base of knowledge working in Public Utilities, including electric.
- Has successful project management skills and a general background in construction.
- Excels in taking on the role as a life-long learner and moving the Department forward. Leads in a positive, collaborative, and forward-thinking manner.
- Is confident and comfortable working in the public eye and with an elected body. Demonstrates patience and takes the time to educate and engage others on complex concepts.
- Has a strong skillset in communication, is approachable, an active listener, and has the desire to earn the trust of the public.
- Leads with a calm and steady demeanor. Has the ability to balance and prioritize projects, tasks, and interruptions.
- Is resourceful and enjoys working in a collaborative capacity with other departments, field experts, as well as community and state partners.
- Has excellent problem-solving skills and can be described as a creative and an outside-of-the-box thinker.
- Is a proactive leader who challenges, “this is how we have always done it” mentality.
- Coaches staff to take the lead role in project management.
- Conducts a mobile leadership style which includes a presence in City Hall and at other sites to engage department staff across all levels.
- Experience working with union employees and human resource issues.



# POSITION GOALS AND PROJECTS



- Orientate self with department operations, the capital improvement plan, and annual budget, and prospective projects.
  - Continue the Street & Utility Improvement and Pavement Management Programs and expand their funding sources.
  - Implement an ongoing maintenance program for all utilities and facilities.
  - Facilitate multi-year wastewater treatment plant upgrades (currently in design phase).
  - Ensure the AMI (Advanced Metering Infrastructure) water and electric meter project is completed in a timely manner.
  - Prepare for a 2023 construction project at Gomsrud Park (valued at \$2.5 million in improvements).
  - Serve as the project lead on the construction of a Community Center (2024) and community bandshell improvement project.
  - Propel the completion of the City's GIS and Asset Management programs and integrate the implementation of the programs across all departments.
  - Effectively communicate and serve as a liaison for the Department with various stakeholders including the PUC, City Council, City Departments and staff, County, Minnesota Department of Transportation (MnDOT), Southern Minnesota Municipal Power Agency (SMMPA), and the various community and government entities.
  - Proceed with the planning and execution of a multi-year upgrade to the electric distribution model (valued at \$14 million).
  - Update the City's stormwater management plan.
  - Be an active partner with Martin County and the Martin SWCD on water quality projects.
- 

# POSITION ANNOUNCEMENT



**CITY:**  
FAIRMONT, MINNESOTA

**POSITION:**  
DIRECTOR OF PUBLIC WORKS/UTILITIES - CITY ENGINEER

**SALARY RANGE:**  
\$113,651 TO \$143,852

**HIRING RANGE:**  
\$113,651 TO \$126,214

**APPLICATION DEADLINE:**  
DECEMBER 6, 2022

**JOB SUMMARY:**

The Director of Public Works/Utilities – City Engineer coordinates, plans, and provides direction to all Public Works, Public Utilities, Engineering, and Airport functions of the City consistent with City policy, federal and state regulations, and objectives developed and/or approved by the City Council and/or the Public Utilities Commission. This is a highly responsible position requiring good judgement and ability to act independently.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Civil, Electrical, or Mechanical Engineering, or a related field, five years of experience in Civil Engineering or a related field preferably in municipal operations, and three years of supervisory experience. Ten years of experience in Civil Engineering/Public Works in municipal operations, Minnesota Registered Professional Engineer, and five years of experience in leading and operating public utilities preferred.

**APPLY:**

Visit <https://daviddrown.hiringplatform.com/134668-fairmont-director-of-public-works-utilities-city-engineer/505476-application-form/en> and complete the application process by December 6, 2022. An initial round of application screening will take place on November 23, 2022, and a final screening will take place on December 7, 2022. Preliminary interviews will take place on December 13, 2022, with final round interviews by December 29, 2022.

Please direct questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.



**DDA**  
Human Resources, Inc.  
*a David Drown Associates Company*

**DDA Human Resources, Inc.**  
Waconia Office  
P.O. Box 534  
Waconia, MN 55375

Phone: 612-920-3320 x111  
Fax: 612-605-2375  
[liza@daviddrown.com](mailto:liza@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)