

Job Title: Public Services Director

Department: Public Services

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position supervises all department personnel, either directly or through subordinate supervisors.

Position Details: The Public Services Director is responsible for the administration and management of the department and related activities including the department's budget, equipment and personnel; compliance with legal requirements; coordination and delivery of capital improvement plans of public assets; working cohesively with other Department Heads on financial and development improvement projects; and coordinating Consulting Engineering on Development, Capital Projects, Local and Jurisdictional Project Development.

Manage Department Operations:

- Provide project management and financial analysis of infrastructure projects for the city to ensure technical competence and compliance with all current codes and criteria.
- Oversee the maintenance divisions of Streets, Water, Wastewater, Storm Water, Street Lights, and Parks.
- Establish and manage the goals and objectives for the Department to ensure effective use of services and resources and compliance with Department and City policies, Federal, State and local laws, rules and regulations.
- Develop and oversee implementation of operating policies and procedures to accomplish Department goals and objectives.
- Assess department needs and prepare budgets with the City Administrator, Finance Director or their designee, and City Council. Analyzes past expenditures, expected needs and future cost projections; participates in the City's Capital Improvement Program development process; and approves department expenditures. Manage and close-out development and improvement projects on behalf of the city upon delivery of Developer's Agreement.
- Prepare reports and agenda items for City Council, Park Board and outside agencies. Attend City Council meetings and work sessions and advise on Public Services related matters.
- Coordinate with outside city departments on service delivery, reports, and requests for service.
- Coordinate consultant engineering and architectural services for capital and development services.
- In conjunction with the consulting engineer, oversee construction of streets, sidewalks, trails, sanitary and storm sewer, water distribution systems, trails and parks, earth grading and related public services projects including the use of AutoCAD (Autodesk) systems when performing drafting tasks. Oversee projects to ensure contractor compliance with time and budget parameters for the project.
- In conjunction with the consulting engineer supervise the preparation or development of engineering plans and specifications. Supervise preparation of required advertisement for bids, review construction bids and make necessary



recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria.

- In conjunction with the consulting engineer supervise preparation of feasibility studies for public improvement projects.
- Assist in preparing project cost estimates for projects and attend and participate in pre-construction meetings.
- Review private project development plans for compliance with codes, regulations, standards and adequacy of applications for permits and compliance with approved plans.
- Interpret and respond to telephone, email, and other electronic communication requests from the public for information, complaints, and construction project requests.
- Oversee and review work done by contracted engineering firms.
- Operate computer programs which aid in the design work and recommend purchase of new products or upgrades.
- Assist in preparation of assessment rolls and assessment splits.
- Inspect and monitor public service construction projects for conformance to design standards; work with contractors to address problems and recommend or implement field changes as needed.
- Evaluate transportation and traffic impacts of development proposals, permits, rezonings, plats, etc. Prepare traffic, utility and other studies and reports. Review utility permits, street use permits, franchise utility permits, etc. Provide intersection signal and channelization design. Maintain pavement management program. Coordinate sidewalk inspection.
- Review and comment on subdivision and development projects. Manage City GIS services.
- Develop strategies for document management as it relates to CAD (Autodesk) outputs and develop a comprehensive naming and archiving plan for storing and retrieving CAD (Autodesk) drawings.
- In conjunction with the city engineer provide technical engineering advice and assistance including mapping, drawing and surveying to other city departments. Act as an effective member of City's management team.
- Perform public improvement inspection activities within public right-of-way.

Supervisory Duties:

- Manages selection and recruitment; recommends staff hires and promotions.
- Oversees professional development of staff.
- Plans, reviews, assigns and evaluates work of staff.
- Provides coaching, feedback and evaluates staff performance.
- Resolves staff conflicts and concerns.
- Prepares work schedules and approves timecard records.
- Determines and administers employee discipline.
- Prepares and manages internal department meetings.

Additional Duties:

- Operate software programs utilized in delivery of public services department systems.
- Maintain contact with consulting engineers, construction project engineers, City, , State and Federal agencies, professional and technical groups and the general public regarding Department activities and services. Monitor inter-governmental actions affecting public services division.
- Participates in training, education, conferences, etc.
- Attend and represent the City at various local, City, regional, and state level

- meetings.
- Perform other duties and assume responsibilities as apparent or assigned.

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:

- Knowledge of all utility operations not limited to Water, Sewer, Storm Water and Street Lighting.
- Knowledge of construction standards, methods and materials used in municipal public improvement projects.
- Knowledge of environmental laws, rules and regulations related to municipal public improvement projects and maintenance of infrastructure.
- Knowledge of design procedures of State and City agencies for design of road surfacing and drainage facilities.
- Knowledge of civil engineering principles, practices and methods and relevant City policies, laws, and regulations affecting Department activities.
- Knowledge of practices associated with installation and operation of public utilities.
- Ability to inspect construction projects.
- Ability to conduct materials testing and analysis and to survey project sites to obtain and analyze topographical details.
- Ability to operate a personal computer, including word processing, spreadsheet, database and computer aided design software and mobile radio.
- Ability to communicate complex technical information effectively, both verbally and in writing, and maintain effective working relationships with contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, committee members, co-workers and the general public.
- Ability to prepare costs estimates, analyze data, prepare feasibility reports and make presentations.
- Ability to manage multiple tasks on a timely basis. Ability to establish and achieve priorities.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources and to interpret guidelines, policies and procedures.
- Normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. Ability to work extended hours and attend meetings outside of normal work hours.
- Ability to attend work punctually and regularly and to respond to emergencies 24/7.

Education: Four-year degree in Civil Engineering, Public Administration, Business Administration or related field.

Requirements:

- Five or more years relevant work experience.
- Progressively responsible project management experience.
- Significant experience in personnel management and supervision.
- AutoCAD (Autodesk) proficiency.
- Proficiency in GIS mapping applications.
- Successful completion of a criminal background check.

Desired Qualifications:

- Master's Degree in related field.
- Licensed professional Civil Engineer with the State of Minnesota.
- More than five years' experience in municipal civil engineering.
- MnDOT Certification in, or considerable experience in construction inspection.
- Class B, or higher, Water License
- Knowledge/experience in Excel, Windows, Word, Power Point and Publisher.
- Knowledge/experience using AutoCAD (Autodesk Land Desktop 2005 civil design software).
- Knowledge/experience using ArcView GIS software.

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

- Must possess and maintain valid Minnesota Class B Driver's License, or the ability to obtain one with six (6) months of hire.
- Class D Water and Class S-D Wastewater Licenses.

Physical and Mental Requirements: The employee frequently is required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Must be able to walk and climb on all terrains and various stages of a construction site. Must be able to drive, bend, stoop, crouch, kneel, push and pull, and perform near activity. Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity. Ability to work outside year-round, during inclement weather, and under adverse field conditions. Ability to frequently lift and/or move objects weighing 50 pounds. Ability to hear, talk, see, touch, smell and taste. Specific vision abilities required by this position include close vision, distance vision, depth perception, peripheral vision and ability to focus as it relates to such tasks as reading manuals, processing paperwork, overseeing public activities, viewing a computer monitor. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

***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: Work is performed primarily in vehicles, outdoor and office settings; the employee regularly sits for extended periods at a personal computer using repetitive movements and small motor skills and is exposed to moderate noise levels in the office environment. The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and exposure to loud noises from operating equipment. The employee is occasionally exposed to inclement weather conditions.

Position Competencies**Coaching and Mentoring**

- Enables others to grow and succeed through feedback, instruction, and encouragement.
- Coaches' others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.

- Takes time to observe behaviors that contribute to or detract from others' success. Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.
- Models' success behaviors, a high-performance work ethic, and constant self-improvement.

Fiscal Accountability Department Directors

- Determines fiscal goals and objectives; establishes program areas, service needs, and allocates department resources.
- Prepares annual operating Department budget by providing comprehensive justifications for budgetary requests. Prepares and monitors budgets for special projects.
- Researches, prepares, and monitors grant applications for State, Federal and related funding. Controls and monitors operating costs, expenditures and revenues by effectively utilizing staff, materials, and equipment; approves invoices submitted to the City Council for payment.
- Recognizes and initiates actions for possible changes and/or enhancements in Department procedures, processes, housekeeping, and/or safe practices, improving cost effectiveness, productivity and/or overall results.

Leadership

- Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the City.
- Leads the operation of the department, ensures City policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- Clearly defines responsibilities, expectations and authority limits to employees.
- Inspires others to achieve results by promoting involvement, participation and cooperation.
- Works respectfully and effectively with managers and leadership of the department and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- Creates and supports effective working relationships within and between City departments, divisions and outside agencies.
- Research best practices, literature, and data to synthesize for department policy and budget development.
- Interprets laws, rules, and regulations at the City, State, and Federal level.
- Directs implementation of laws and regulations in accordance with City, State, and Federal laws and regulations.
- Conducts regular department meetings with supervisors and line staff to inform them of significant issues, events, policies, or legislative changes.

Risk Management

- Identifying, assessing, and managing risk, while striving to attain objectives.
- Assessing the risk while considering the objectives and parameters of the organization.
- Identifying levels of risk and communicating to the group, stakeholders, or sponsors suggested options for achieving the objective with a shared understanding of the risks.

Safety conscious

- Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- Keeps abreast of accident/injury trends within the Department, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

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.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Waconia 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.*

NON-DISCRIMINATION POLICY: The City of Waconia 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. (These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed.