



# PUBLIC SERVICES DIRECTOR

Salary: \$126,214 to \$164,278  
(Dependent Upon Qualifications)







# THE COMMUNITY

*Welcome to Waconia, Minnesota!*



Waconia is a progressively growing community located just 30 minutes west of the Twin Cities of Minneapolis and St. Paul, Minnesota, in an area popular with visitors for its many lakes, parks, and other enjoyable destinations.

Since the year 2000, the City's population has doubled to more than 13,000 residents, so it is no surprise that nearly 390 new home units were built in 2022.

Named a "Tree City USA" by the National Arbor Day Foundation, the City of Waconia is nestled next to scenic Lake Waconia, the second largest lake in the Metro and one of the cleanest lakes in the area.

Additionally, Waconia boasts a dynamic economy, established industrial parks, first class education, exceptional healthcare facilities, and small-town charm. Combined, all of these amenities make Waconia a great place to live, work, learn, and play.

The City of Waconia offers an ideal mix of small-town charm, a growing population, a diverse business climate, and recreational opportunities for the whole family.





# EDUCATIONAL OPPORTUNITIES

## Waconia Public Schools



Waconia Public Schools is a growing district serving the Cities of Waconia, Minnetrista, Victoria, St. Bonifacius, and New Germany. With a student population of approximately 4,100 students, the district is comprised of three elementary schools, one middle school, one high school, an alternative school, and an early childhood center.

Waconia Public Schools has once again been named a top-20 public school district in the state of Minnesota by Niche, an online platform that annually ranks K-12 schools as well as colleges and universities. In Niche's 2024 rankings, which were released in September of 2023, Waconia Public Schools was ranked 16th on the platform's list of Best School Districts in Minnesota.

They also earned high placement on several of the platform's other ranked lists. The district is ranked 10th out of 362 on Niche's list titled "Districts with the Best Teachers in Minnesota" and ranked first on the platform's list of "Best School Districts in Carver County."

## St. Joseph Catholic STEM School

St. Joseph Catholic STEM School serves approximately 240 students in PreK-8th grade. The school prides itself on its SmartLab where students experience more than 650 extended learning engagements covering eight different STEM modules. Its Integration Lab, or Project Based Learning Center, is where students are challenged to solve real-world problems.

## Trinity Lutheran School



**TRINITY  
WACONIA**  
CHURCH | SCHOOL

Trinity Lutheran School, established in 1865, has long been a part of the Waconia community and its rich history. Today, the school offers a Christian environment for approximately 245 students in PreK-8th grade. Students receive opportunities to grow in academics, the arts, athletics, character, leadership, service, and their Christian faith.





# HEALTHCARE

## Lakeview Clinic

Lakeview Clinic is an independent, physician-owned facility that remains a long-term fixture in the southwest metro. Lakeview Clinic – Waconia houses primary care and specialty services including x-ray, CT, MRI, 3-D mammography, and a complete clinical laboratory. Lakeview Clinic also houses the Minneapolis Heart Institute at Lakeview Clinic – Waconia.



## Ridgeview

Ridgeview is an independent, nonprofit, regional health care system serving the southwest metro region of the Twin Cities. Its network includes four hospital campuses located in Arlington, Chaska, Le Sueur, and Waconia. Ridgeview Medical Center also houses the Allina Health Minneapolis Heart Institute – Waconia.



## Twin Cities Orthopedics - Waconia with Urgent Care

Twin Cities Orthopedics – Waconia with Urgent Care offers extensive walk-in acute care as well as comprehensive physical therapy, diagnostic imaging, and prosthetic and orthotic treatments.



## Waconia - Minnesota Oncology & Ridgeview Cancer & Infusion Center

Waconia – Minnesota Oncology & Ridgeview Cancer & Infusion Center practices an independent, community-based model of cancer care. Minnesota Oncology provides access to the latest clinical trials through its affiliation with the US Oncology Network, one of the nation's largest cancer treatment and research networks.







# RECREATION & EVENTS

Waconia welcomes tens of thousands of visitors to its downtown, lakes, parks, and trails. Numerous parks dot the community and offer a wide variety of amenities. The City has 18 neighborhood parks consisting of 134 acres of City-owned property and three community parks. A number of regional parks can also be found in and around the City. The City is also home to an extensive trail system that connects local parks and neighborhoods for walking, biking, and running.



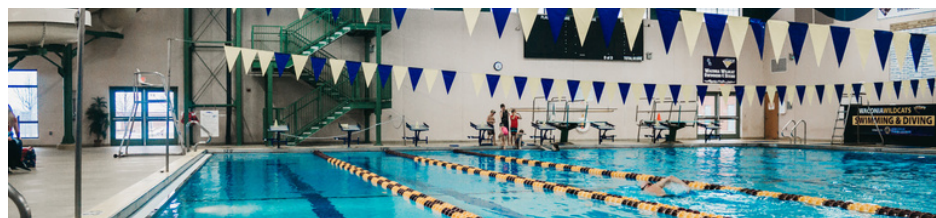
The City is located on Lake Waconia, the 2nd largest lake in the seven-county metro area. With 3,200 acres, this lake and its famous Coney Island provide year-round recreational opportunities including bird watching, fishing/ice fishing, water-skiing, sailboarding, swimming, and more. You will also find the Island View Golf Club just off the shores of the lake.

The Waconia Safari Island is the result of a collaborative effort between the City of Waconia and ISD #110. The building boasts a massive aquatics area complete with a water slide, an 8-lane competitive pool, overhead running track, 4 basketball courts, children's play land, fitness area, and meeting rooms.



Nearby, the Waconia Ice Arena is a City-owned ice arena, home to the Waconia Wildcats, Waconia Hockey Association, and numerous other opportunities for on ice fun.

Waconia is also home to numerous events that happen throughout the year including the Carver County Fair, the Waconia Band Festival, Art Wander, Music in the Park, and Nickle Dickle Day. The Nickle Dickle Day celebration brings in approximately 30,000 visitors each year, and its origins are rooted in the deep commitment of the business community to make Waconia a family-friendly destination.



Waconia is also home to a variety of wineries, breweries, and restaurants that offer a wide range of drinks, award-winning food, and entertainment.





# THE ORGANIZATION



The City of Waconia is a statutory city with the Mayor/City Council having administrative and legislative responsibility. As the elected representatives of the community, the City Council establishes City policy and long-range community goals and exercises budgetary control through the adoption of an annual budget.

City leadership consists of a Mayor and four Council members. The City Council is elected with alternating four-year terms. The Mayor is elected at-large for a two-year term. The Mayor has one vote on the Council as do Council members.

The City Council meets regularly to consider ordinances, resolutions, and other such actions as may be required by law and circumstance. The various issues brought before the Council may be initiated by Council members, advisory commissions, administrative staff, or residents of the community.

## 2023-2024 BUDGET SUMMARIES

### Overall Total City Budget - All Funds:

2023: \$48,882,347

2024: \$46,017,254

### Overall Total General Fund Budget:

2023: \$9,665,038

2024: \$10,750,255

### Public Services Fund Budgets - All Funds:

(Streets, Parks, Water, Sewer, Storm Water, Street Light)

2023: \$15,883,732

2024: \$18,801,547

## PUBLIC SERVICES DEPARTMENT

The Public Services Department oversees the construction and maintenance of public improvements. The department consists of the following Divisions: Streets, Park Maintenance, Utilities, and Fleet.

### Streets

The Streets Division maintains and repairs city streets, alleys, storm sewers, facilities, and street lighting. Its duties include gravel, asphalt repair, patching, sealcoating, striping, symbols, snow and ice control of roadways & parking lots, traffic sign maintenance, pond cleaning, and re-lamping City-owned lights.

### Park Maintenance

The Park Maintenance Division maintains city grounds, parks, boulevards, trails, and sidewalks. Park Maintenance duties include landscaping, mowing, trimming, safety surfaces, tree trimming, inspection, and snow and ice control of pedestrian surfaces.

### Utilities

The Utilities Division maintains and repairs water and sanitary infrastructure facilities and buried systems. Its duties include the public water supply, water treatment facilities, hydrants, wells, ground & elevated storage facilities, water meters, mains, storm water re-use, and wastewater collection system including mains and lift stations.

### Fleet

The Fleet Division maintains and repairs fixed and mobile equipment dedicated to serving Waconia Public Services & Fire Department. Its duties include scheduled & preventive maintenance, fueling systems, equipment asset tracking & replacements.







# CORE DUTIES OF THE POSITION

## 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, and transition to Assistant Public Services Director.
- 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.
- Provide leadership on the department's strategic priorities, adopted strategic plan items, and Department policies.
- Assess Department needs and prepare budgets with Department leadership, the City Administrator, Finance Director or their designee, and City Council. Analyze past expenditures, expected needs, and future cost projections, participate in the City's Capital Improvement Program development process and approve 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 the City Council, Park Board and outside agencies. Attend City Council meetings and work sessions and advise on Public Services related matters.
- Coordinate with other 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.







# CORE DUTIES OF THE POSITION

## MANAGE DEPARTMENT OPERATIONS - CONT'D

- 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. 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 the City's management team.
- Develop and implement work flows, data collection, and dissemination utilizing asset management software tools to aid in the planning, programming, and financial impacts of public infrastructure and assets.







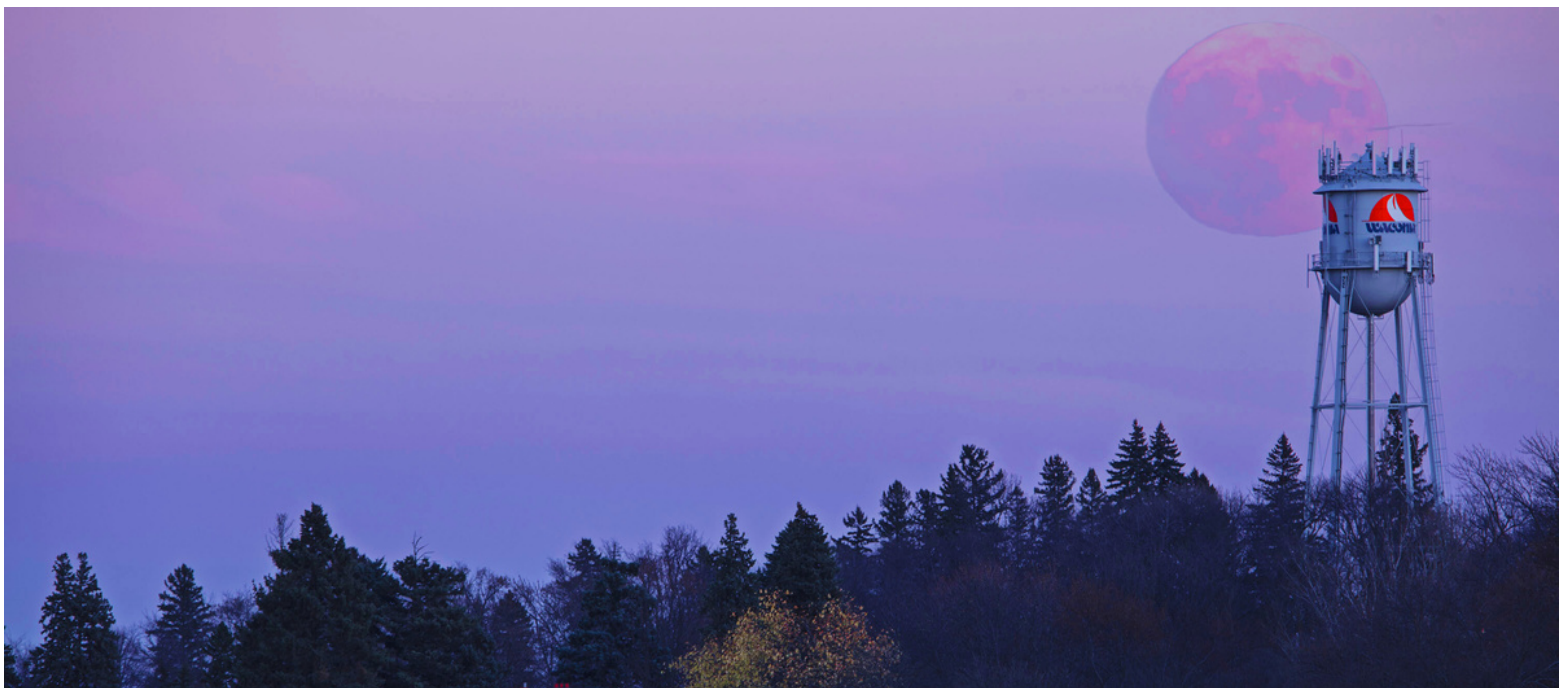
# CORE DUTIES OF THE POSITION

## SUPERVISORY DUTIES

- Manage selection and recruitment; recommend staff hires and promotions.
- Oversee professional development of staff.
- Plan, review, assign, and evaluate work of staff.
- Provide coaching, feedback, and evaluate staff performance.
- Resolve staff conflicts and concerns.
- Prepare work schedules and approve timecard records.
- Determine and administer employee discipline.
- Prepare and manage internal department meetings.

## ADDITIONAL DUTIES

- Operate software programs utilized in delivery of the 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.
- Participate 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.







# DESIRED ATTRIBUTES

- Has developed a broad base of knowledge working in Public Services.
- Is a critical, creative thinker and problem solver who can think outside the box.
- Is someone who can unify the department around a common vision, goals, and priorities.
- Excels in taking on the role of a life-long learner and moves the Department forward. Leads in a positive, collaborative, and proactive manner.
- Has strong organizational and personnel management and leadership skills.
- Is a collaborative leader who can listen and gather input across the Department and organization. From that input, can cast a vision and focus and in turn clearly communicate the vision and focus as well as garner buy in and accountability in order to implement the vision and focus.
- Is a leader who can provide structure, accountability, guidance, mentorship, and clarity for the Department.
- Is someone who can mentor people to the best of their abilities and be adaptable to differing personalities.
- Excels at being a servant leader by making Department staff feel heard, supported, valued, and appreciated.
- Has the ability to support the need for employee growth, development, and training.
- Is able to evaluate competency to move the organization forward in a positive and efficient direction.
- Has the skill to evaluate, recommend, and implement useful technology for the Department.
- Has a strong skillset in communication including:
  - Is approachable.
  - Is someone who can empathetically and humbly communicate with and educate the Council, the staff leadership team, the department, and the community on the needs of and vision for the Department.
  - Can effectively articulate the why behind a decision or request.
  - Is someone who provides facts as well as options regarding requests and needs.
  - Is someone who will be the “face of the Department” to the public/community as well as the conduit of information between the Department staff, the city staff leadership team, and City Council.
- Is a strong collaborator by:
  - Working across generations within the workplace.
  - Providing a culture where the divisions within the Department seamlessly work together.
  - Understanding the needs of the Community, the Council, and the organization as well as the Department.
  - Working with and evaluating the effectiveness of third-party partnerships such as consultants and Carver County.





# DESIRED ATTRIBUTES - CONT'D

- Has the ability to be a strong decision maker who can evaluate, take in feedback and information, and move forward with the tough decisions that need to be made.
- Excels in visioning skills through understanding, leading, balancing, and managing the maintenance of existing infrastructure along with the needs of a growing community.
- Is someone strong in their delegations skills in order to:
  - Unleash the talent in the Department, while harnessing the potential of everyone for the benefit of the group.
  - Empower and build trust with the Department staff by getting to know and understand the people within the Department and their duties/functions.
  - Practice and model a healthy work/life balance.
- Is someone with emotional intelligence and self-awareness who understands their strengths and weaknesses and how to work within those limitations.
- Has a sense of humor.



## PRIORITIES FOR THE POSITION

- Create a vision, focus, and plan for the Public Services Department that supports the Strategic Plan of the organization.
- Unify the Department and empower the staff. Make them feel heard, supported, valued, and appreciated. Build a collaborative team.
- Come into the position with a willingness to learn from the past while looking to provide leadership for the future.
  - Be able to balance the old and new – maintain existing, 150-year-old infrastructure as well as vision and plan for new development.
- Evaluate and update the 10-year CIP. Strategically plan for the location and timing of new infrastructure such as the water system, a water tower, and water treatment plant. Envision what can be done with the old public works site.
- Evaluate and implement existing or emerging technologies to improve efficiencies and operations.
- Look to hire an Assistant Public Services Director who compliments the new Director and will help focus on operations of the department.





# POSITION ANNOUNCEMENT

**City:** Waconia, Minnesota

**Position:** Public Services Director

**Salary:** \$126,214 to \$164,278 (Dependent Upon Qualifications)

**Application Deadline:** February 13, 2024

**Job Summary:** 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, coordinating consulting, and engineering on development, capital projects, local and jurisdictional project development.

**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, PowerPoint and Publisher
- Knowledge/experience using AutoCAD (Autodesk Land Desktop 2005 civil design software)
- Knowledge/experience using ArcView GIS software
- Proficiency with Cartegraph/OpenGov or other asset management software.

**Apply:** Visit <https://daviddrown.hiringplatform.com/195958-waconia-public-services-director/781876-application-form/en> and complete the application process by February 13, 2024. Finalists will be selected on March 4, 2024, and final interviews will be held on April 3 or 4, 2024.

Please direct any questions to Bart Fischer at [bart@daviddrown.com](mailto:bart@daviddrown.com) or 612-920-3320 x119.