

Public Works Director/Engineering Coordinator

Job Purpose Summary:

The Public Works Director is responsible for the strategic planning, development, and administration of all public works activities and services. This leadership role ensures the effective operation of the infrastructure systems that are crucial for the community's well-being and safety. This position coordinates with other City departments, government agencies, and the public. In collaboration with the Public Works Superintendent, the Director is tasked with managing resources to enhance the City's infrastructure, complying with regulations, and meeting the community's needs.

Essential Duties and Responsibilities:

- **Strategic Leadership and Planning:** In collaboration with the Public Works Superintendent, develops and implements strategic plans for the public works department, aligning with city goals and ensuring sustainable infrastructure development and maintenance.
- **Capital Planning:** Lead the coordination and delivery of the capital improvement plan.
- **Strategic Oversight and Support:** Provides high-level support and strategic oversight for the Public Works Department, entrusting the Public Works Superintendent with independent management of daily operations across roads, transportation, water supply, sewage treatment, storm water management, and public buildings' maintenance. Offers high-level support as needed, with the Public Works Superintendent directly reporting to this position for strategic guidance and oversight.
- **Consultant Engineer Management:** Coordinates consultant engineers' assignments, monitors their performance, and manages payments, ensuring adherence to project specifications, quality, and budget. Provides direction and supervises engineering tasks to achieve project goals efficiently.
- **Policy Development and Maintenance:** In partnership with the Public Works Superintendent, develops, updates, and manages department-specific policies, procedures, and protocols that both align with city-wide standards and address unique departmental needs.
- **Budget and Resource Allocation:** Prepares and manages the department's budget in collaboration with the Public Works Superintendent, ensuring efficient use of resources and securing funding for all department needs, from infrastructure projects to essential resources and equipment.
- **Project Management:**
 - Develops and executes a comprehensive work plan detailing objectives for capital improvement projects, routine operations, and infrastructure maintenance that align with long-term city goals. Oversees the design and

specification of these projects, collaborating with local, state, and federal agencies to secure plan approval and adherence to standards

- Plans and supervises infrastructure projects from conception to completion, ensuring they meet quality standards, are completed on time, and within budget.
- Regulatory Compliance and Quality Assurance: Ensures that all public works activities and projects comply with the full spectrum of local, state, and federal regulations, integrating current specifications, regulations, and codes to safeguard environmental protection and public safety.
- Environmental Compliance and Sustainability: Directs the execution of the Mound Surface Water Management Plan (SWMP), Storm Water Pollution Prevention Plan (SWPPP), and Mound Wellhead Protection Plan, safeguarding environmental standards and promoting sustainability.
- Quality Assurance and Regulatory Compliance: Administers Minnesota State Aid and oversees field inspections for both private and public infrastructure projects, ensuring adherence to city standards and regulatory compliance.
- People leadership: Build and maintain an engaging environment for staff, as well as a culture of collaboration, problem solving, and learning. Provide opportunities for professional development and growth.
- Project Focused Community and Stakeholder Engagement: Acts as the primary liaison between the public works department and the community, effectively communicating project impacts and gathering feedback to inform decision-making.
- Crisis Management and Safety Oversight: Manages emergency response for public works issues, in collaboration with the Public Works Superintendent, ensuring prompt and effective resolution of problems to minimize risk and disruption to the community.
- Strategic Engagement and Reporting for Leadership: Actively participates in meetings with City Council and City leadership as necessary, providing detailed updates on departmental achievements, obstacles, and strategic plans. Simultaneously compiles and presents in-depth feasibility studies, technical reports, and operational evaluations, ensuring transparency in public works management and supporting informed decisions at all levels of city governance.
- After-Hours: Expected to be accessible outside regular business hours for leadership meetings, City Council meetings, and emergency situations, guaranteeing ongoing operational effectiveness and alignment with strategic objectives.

Minimum Qualifications for the Position:

- BA in Civil Engineering or related field OR 6+ years total municipal engineering or public works administrative experience will substitute.

- At least three years of progressively responsible experience in public works administration.
- A minimum of three years in a supervisory or managerial role within a public works or similar setting.
- Three years of experience with budget preparation, analysis, and management.
- Advanced computer skills spanning at least three years, including proficiency in relevant software and systems.
- Three years of public relations or customer service experience.
- Demonstrated excellence in written and verbal communication skills.
- Valid Class D Minnesota driver's license

Preferred Qualifications:

- Prior role as a Public Works Director, demonstrating proven leadership and administrative capabilities in public works management.
- Experience with water treatment plants, showcasing a deep understanding of water quality management and operational efficiencies in treatment processes.

Approved: _____
City Manager

Date