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2415 WILSHIRE BOULEVARD • MOUND, MN 55364-1668 • PH: 952-472-0600 • FAX: 952-472-0620 • WWW.CITYOFMOUND.COM

## **POSITION OPENING – Public Works Director/Engineering Coordinator**

The City of Mound is currently accepting applications for the position of a full-time Public Works Director/Engineering Coordinator.

The Public Works Director will:

- Develop strategic plans for the public works department, ensuring sustainable infrastructure development and maintenance.
- Coordinate consultant engineers' assignments, monitor performance, manage payments, provide direction and supervise engineering tasks.
- Develop and maintain policies and procedures in line with city-wide standards and departmental needs.
- Develop and execute a comprehensive work plan detailing objectives for capital improvement projects, routine operations, and infrastructure maintenance.
- Provide high-level support and strategic oversight for the Public Works Department; coordinate, maintain, and deliver the capital improvement plan.
- Coordinate with Public Works Superintendent and City Manager
- Act as the primary liaison between the Public Works Department and the community; participate in meetings with the City Council and City leadership as necessary
- **Please see job description for full list of duties and responsibilities.**

To apply for this position, please deliver the items listed below to reception staff at City Hall by mail or hand carry, or by email to [jessedickson@cityofmound.com](mailto:jessedickson@cityofmound.com); no later than 4:30 PM on Tuesday, April 23, 2024. Late or incomplete packages will not be considered.

- Cover letter prepared by you stating why you are the best person for the position
- Resume describing experience/work history, specialized skills, certifications, licenses, and training providing evidence of qualifications listed herein
- City Application from [www.cityofmound.com](http://www.cityofmound.com) "Employment" link under "Government" tab (Includes application, and release forms)

References may be requested upon candidate's successful selection as a finalist.

If you need assistance in completing an application, because of a disability or if you anticipate that you will need auxiliary aids or service in the selection process, please notify me.

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**Duties of the position include, but are not limited to:**

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.

**Minimum qualifications:**

- 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.

The Public Works Director must be able to work general business-day work-hours as scheduled by the supervisor. Additional hours are required and generally limited to emergency responses; and on occasion to meet with outside contractors, consultants or the general public; and attendance at special events, public meetings, or presentations.



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**Salary range:** \$123,344 to \$146,848 DOQ with competitive benefit package.  
This position is “Exempt” from overtime compensation

Resume, cover letter, release forms, and completed application due by 4:30 PM, Tuesday, April 23, 2024. Application forms available at City of Mound, 2415 Wilshire Blvd, Mound, Minnesota 55364, by calling (952) 472-0633, or at [www.cityofmound.com](http://www.cityofmound.com)

Submit to:  
Jesse Dickson  
City Manager, City of Mound  
2415 Wilshire Blvd  
Mound, MN 55364  
Fax: 952-472-0620  
E-Mail: [jessedickson@cityofmound.com](mailto:jessedickson@cityofmound.com)

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