

JOB POSTING

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JOB POSTING

Tel: 320.234.5608
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Apply By: Friday, October 14, 2022

To apply, please send a completed City of Hutchinson application packet, resume, and letter of interest to the attention of: **Matt Jaunich**
City Administrator
City of Hutchinson
111 Hassan ST SE
Hutchinson, MN 55350

TITLE	PUBLIC WORKS DIRECTOR	2022
DEPARTMENT	PUBLIC WORKS	
SUPERVISED BY	CITY ADMINISTRATOR	
SUMMARY	PROVIDES LEADERSHIP AND DIRECTION OF ALL PUBLIC WORKS OPERATIONS INCLUSIVE OF ENGINEERING, STREETS/ALLEYS, AIRPORT, CEMETERY, WATER, WASTEWATER, STORMWATER, URBAN FORESTRY AND HATS FACILITY	

DUTIES AND RESPONSIBILITIES

1. Plans, programs, directs and evaluates all public works operations relating to engineering, streets/alleys, water system, wastewater system, stormwater system, airport, cemetery, urban forestry and HATS facility.
2. Direct the development and implementation of the short-term and long-term Public Works Department goals, objectives, and priorities for each division work area.
3. Oversees the preparation of, or develops, engineering plans and specifications; coordinates required advertising for bids; reviews constructions bids, and makes necessary recommendations based on lowest and most responsible bids, competency of vendors and consultants, and the selection criteria for public works projects.
4. Coordinates the City’s Special Assessment policy and process. Works with the City’s Finance Director on assessment costs and calculations for all public works improvement projects.
5. Coordinates and/or undertakes the development or update of the City’s street/transportation system, water system, sewer system, stormwater system, Capital Improvement Plan, Pavement Management System, and other plans involving the public works department.
6. Assess and monitor the City’s infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.

7. Provides for the long-range planning for infrastructure, transportation, utilities and facilities under the management of the Public Works Department.
8. Works with the Planning Director in reviewing private project development plans for compliance with codes, regulations, standards, and adequacy of applications for permits and compliance with approved plans.
9. Develops annual budget proposal and controls budget expenses for the department and all divisions within the department.
10. Formulates and implements department policy, procedures, rules, regulations and programs.
11. Provides project management or general oversight for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
12. Prepares and reviews operational and administrative reports for the department and supervises maintenance of records and materials associated with department activities or administration.
13. Supervises all Public Works Department staff directly or indirectly through department managers including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and firing personnel.
14. Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Administration/City Council.
15. Researches and prepares technical advice and information for other city departments, the City Council, Planning Commission, and other boards and committees as necessary; attends meetings as needed.
16. Responds to concerns, issues, complaints and questions from the public and staff, mediates disputes and resolves issues as appropriate.
17. Responsible for the administration of the City's public right-of-way.
18. Oversees department training program to ensure proper training and certification of department personnel.
19. Maintains regular contact with consulting engineers, construction project engineers, County and State and Federal agencies, professional and technical groups, and the general public regarding departmental activities and services.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
21. Oversees the functions and activities of the Resource Allocation Committee.
22. Represent the Public Works Department on the City's Leadership Team. The Leadership Team assists the City Administrator with the overall guidance of the City; with a focus on setting strategy and that of collaboration for the success of the entire organization.

23. Performs other duties as assigned.

MINIMUM REQUIREMENTS Bachelor's degree in civil engineering, public works or related field, plus eight (8) years of progressively responsible experience in a senior public works or engineering position.

DESIRABLE QUALIFICATIONS Registered Professional/Civil Engineer in the State of Minnesota. Master's degree in engineering or related field, plus significant experience at a director/management level (10 years of experience).

SPECIAL CERTIFICATION Valid Minnesota Driver's License.

WORKING CONDITIONS General office conditions. Some evening meetings and public contact. Some on-site inspection of projects in progress. Unscheduled hours for emergencies or other contingencies.

2022 Salary Range: \$97,100 - \$145,700

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: *Administrative, Clerical.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.