



## **JOB OPPORTUNITY**

### **Director of Operations – Public Works**

The Director of Operations has overall responsibility for the upkeep and repair of the Town's roadways, water and sewer lines, public rights-of-way and snow removal. This includes managing, maintaining, and repairing town facilities and infrastructure, delivering superior public services, and implementing lasting capital projects that support strategic goals and meet residents' needs and expectations.

The Director of Operations and the Public Works team, works in collaboration with other departments and Town management to maintain roadway and signal maintenance; water utility; sanitary and stormwater management; traffic control; facility, maintenance; landscaping and grounds maintenance; equipment and vehicle maintenance; and solid waste services.

#### **Requirements**

- Bachelor's degree from an accredited college or university in civil engineering, public administration, business administration, construction, architecture or a closely related field is required.
- Master's degree from an accredited college or university in civil engineering, public administration, business administration, construction, architecture, or related field is preferred
- A minimum of five years (5) of experience in public works or a similar field with a minimum of three (3) years of increasing engineering and managerial experience and responsibility.
- A combination of education and experience may be considered.
- Oversight and management of at least a \$5 million annual budget is preferred.
- Experience in a municipal government setting dealing with elected and appointed officials is desired.
- A current Professional Engineer (P.E.) or Project Management Professional certification is desired.
- Affiliations with any of the following industry organizations is desired: American Public Works Association, American Society of Civil Engineers, Indiana Society of Professional Engineers, or similar org desired.
- Valid Indiana Driver's License is required
- Knowledge of applicable federal, state, and local laws, codes and regulations.
- Knowledge of principles and practices of civil engineering; modern engineering methods and techniques of design, construction, maintenance; and municipal project contract management.
- Ability to communicate orally and in writing individually or in groups with diverse personalities.

#### **Main Responsibilities**

- Plans, directs and administers the operations of the Public Works Department
- Plans, organizes, coordinates and evaluates programs, plans, services, staffing, equipment and infrastructure of the department
- Prepares long and short-range plans to meet needs in areas of responsibility including sanitation, street, water, sewer, drainage, lights and maintenance
- Lead, supervise and direct public works staff
- Oversees the development and maintenance of the Town's street, sewer and water inventory, the Capital Improvement Program and other plans involving the municipal infrastructure.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Supervises the review of private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans. Determines applicable codes, regulations and requirements for assigned projects.
- Coordinates the preparation of reviews and updates to the sanitary sewer, water, storm drainage, and street system maps, database and comprehensive plans.

Candidates should submit their resume to [HR@Successwithods.com](mailto:HR@Successwithods.com).

Town of Munster is an Equal Opportunity Employer.