



Job Title: Assistant Town Manager of Public Works

Department: Public Works

Reports To: Town Manager

Salary Range: Up to \$101,764.00 annually (salary, exempt). Starting salary will be commensurate with qualifications and experience.

Location: Town of Cumberland, Indiana

Position Summary

The Town of Cumberland is seeking a dynamic and experienced Assistant Town Manager of Public Works to lead and oversee the Town's public works operations, including stormwater, wastewater, streets, and parks. This position is responsible for the strategic planning, operational efficiency, and long-term sustainability of public infrastructure and services. The ideal candidate will be a forward-thinking leader with a strong background in municipal public works, capital project management, grant writing, and team development.

Essential Duties and Responsibilities

1. Operational Leadership & Management

- Directly supervise the Utility Director and Streets & Parks Supervisor, ensuring effective daily operations across all divisions: stormwater, wastewater, streets, and parks.
- Oversee maintenance, repair, and construction activities for Town infrastructure, ensuring compliance with local, state, and federal regulations.
- Develop and implement standard operating procedures, safety protocols, and performance metrics.

2. Capital Improvement & Asset Management

- Lead the development, implementation, and monitoring of the Town's Capital Improvement Plan (CIP) for public works infrastructure.
- Develop and maintain comprehensive asset management plans to optimize lifecycle costs, performance, and reliability.
- Coordinate project planning, design, bidding, and construction management for infrastructure projects.

3. Grant Funding & Financial Oversight

- Research, prepare, and submit competitive grant applications to state, federal, and private funding sources.
- Manage grant compliance, reporting, and documentation for awarded projects.



- Assist in the development and administration of the Public Works annual budget.

4. Strategic Planning & Compliance

- Ensure compliance with environmental regulations, including IDEM, EPA, and MS4 stormwater requirements.
- Evaluate emerging public works technologies, best practices, and sustainability initiatives.
- Prepare and present reports, recommendations, and updates to the Town Manager, Town Council, and boards as needed.

5. Staff Development & Training

- Ensure staff are adequately trained, equipped, and prepared to perform their duties safely and effectively.
- Foster a positive, collaborative, and accountable work culture.
- Conduct performance evaluations and support professional development for direct reports.

6. Public & Interdepartmental Relations

- Serve as a point of contact for residents, businesses, and other stakeholders regarding public works issues.
- Collaborate with other Town departments, regional agencies, contractors, and consultants.

Preferred Qualifications & Experience

The Town is seeking candidates with a combination of education, experience, and skills that demonstrate the ability to successfully perform the essential duties of the position. The following qualifications are preferred:

- **Education:** A bachelor's degree in civil engineering, Public Administration, Environmental Science, or a closely related field is preferred. A master's degree in public administration, Engineering, or a related field is highly desirable.
- **Experience:** Progressively responsible experience in public works management or a related field is preferred, particularly experience that includes supervision of staff and management of infrastructure projects related to municipal utilities (water/wastewater), roadway maintenance, parks operations, and/or stormwater management.
- **Technical Skills:** Experience with grant writing, capital planning, asset management, municipal budgeting, and software such as GIS or asset management systems is preferred.



- **Knowledge:** Familiarity with Indiana municipal codes, environmental regulations (IDEM, EPA, MS4), and public sector procurement processes is preferred.

Knowledge, Skills, & Abilities

- Strong leadership, communication, and interpersonal skills.
- Ability to analyze complex problems, develop solutions, and make sound decisions.
- Proficient in Microsoft Office Suite and project management tools.
- Demonstrated ability to manage multiple projects, meet deadlines, and work within budgetary constraints.

Physical Requirements & Work Environment

- Work is performed both in an office setting and in the field, with exposure to outdoor weather conditions and construction sites.
- Must be able to occasionally lift up to 25 pounds and travel to various Town facilities and project sites.
- Valid Indiana driver's license required.

Benefits

The Town of Cumberland offers a comprehensive and competitive benefits package, including:

- **Health & Wellness:** Medical, Dental, and Vision insurance. Access to a free employee health clinic.
- **Financial Security:** PERF retirement plan, 457(b) deferred compensation plan with employer match, and life insurance.
- **Income Protection:** Short-term disability coverage.
- **Additional Perks:** Take-home vehicle for authorized use, longevity pay, generous paid vacation, sick leave, and holidays.
- **Professional Growth:** Opportunities for professional development and training.

How to Apply

Interested candidates should submit a cover letter, resume, and three professional references via email with the required subject line.

Email To: blipps@cumberland.in.gov and koleson@cumberland.in.gov

Subject Line: ATM of DPW

Applications will be accepted until the position is filled.