

Town of Whitestown

Public Works Manager Recruitment Announcement

Tentative Schedule:

Starting 1/13/2012 Advertise

Applications due no later than 2/21/12

2/22/12 thru 2/29/12 Review applications for determination of semi-finalists

3/5/12 thru 3/9/12 Oral/Telcon interviews - (In Person or WWW. Technology)

3/13/11 thru 3/16/12 Town final interview (optional)

3/19/12 thru 3/23/12 Background checks of top candidates

Week of 4/3/2012 Town Council interview – Appointment 4/10/2012 Council Meeting

THE IDEAL CANDIDATE

The Town is seeking a Public Works Manager who will be an innovative leader with the ability to mentor and motivate employees, set goals and objectives for the department and develop positive relationships with staff, management and the Town Council. As a member of the management group, the manager will join a creative problem solving team, which deals with budget, long range planning and coordination of the day-to-day challenges of Town administration. The ideal candidate must have experience in all major functions including municipal utility administration, training, operations management, performance measurement and best practices, and disaster preparedness. This position provides direction to the overall management of public works activities, including Facility, Equipment, Streets, Parks and Utility maintenance, Engineering and Building Inspections. The Public Works Manager is entrusted to champion customer service, technical vitality, fiscal stewardship and responsiveness within the Public Works Department.

Candidates must possess five years of management and three years supervisory experience in public works service. A Bachelor's Degree in business administration, , or a related field is preferable or any acceptable equivalent combination of education and experience

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Five (5) years of progressively responsible experience related to public works management, construction management, design and civil engineering work, or operations management. Some familiarity and experience with public works is desirable. Additional years of experience can be substituted for the preferred education on a year for year basis.
- Bachelor's degree (B.A. or B.S.) from a school or institution that is accredited by a regional or national accrediting agency recognized by the U.S. Department of Education **is preferred**.
- Extensive knowledge of Water and Sanitary Sewer Utility service operations and public administration; thorough knowledge of effective managerial practices and methods.
- Demonstrated ability to direct, oversee and participate in the development of a Utility Department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Experience in municipal project planning and implementing said plan.
- Proven ability to work with municipal officials, employees and engineering / planning consultants.
- Excellent interpersonal skills; excellent skills in oral and written forms of communication, leadership skills, analytical and problem solving abilities, decision-making skills, and time management skills.
- *Experience and knowledge of strategies and tactics regarding emergency management operations.
- Experience and knowledge of accounting, budgeting, and public fiscal management; including, mid- and long range capital facilities planning and funding.
- Knowledge of federal, state and local statutes and ordinances relating to fire and building inspections.
- Principles and practices of engineering design and analysis related to water and/or sewer treatment and distribution facilities
- Must possess a valid Indiana driver's license and maintain stable driving record.
- Must not have been convicted of, or plead guilty to, any felony charge or have any disqualifying criminal history.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Please refer to Town Job Description for additional information regarding this position.

WORK ENVIRONMENT:

Work is performed both in field and in a fast paced office setting with frequent interruptions from customer phone calls, Town staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with industrial and construction sites. Work is also performed in public works facilities. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals, unsanitary or slippery conditions.

Position requires the ability to work safely from heights, climb stairs, steep steps, tank walls, and ladders. It requires the ability to work outdoors in sometimes adverse conditions. Position requires frequent operation of a motor vehicle in carrying out the business of the department and the Town.

THE DEPARTMENT

The mission of the Whitestown Public Works Department is to provide reliable, high quality Facility, Equipment, Streets, Parks and Utility maintenance, Engineering and Building Inspections. Provide high quality water and wastewater treatment meeting all applicable IDEM limits, and to manage all resources in an open, responsible, environmentally sound manner at the lowest practical cost. The members of the Department dedicate their individual and collective energies, talents and resources to provide the best professional service to all.

The successful Candidate must have the ability to establish and maintain effective working relationships with elected officials, all levels of management, other governmental officials, community and civic organizations, district employees, the media and the public, and exercise tact and diplomacy in dealing with sensitive political, public policy, community, and employee issues and situations.

The Public Works Department employs a total of 7 FTE employees supplemented by professional outside consulting engineering and inspection services. Key issues facing the department include: expansion of the Town's water and sewer systems.

The Town's water and wastewater utility provides water and wastewater service to approximately 2,200 residential, commercial and industrial customers within the Town of Whitestown. The water utility has peak demand of 2 MGD supplied by Citizens Water through a new booster pump station. The wastewater utility operates a 1 MGD treatment facility and a 0.6 MGD lift station to Citizens Water. The Town has a present road inventory that encompasses 10 square miles with a substantial 24/7 industrial base. The candidate should have skills to implement emergency preparedness programs, effectively handling contemporary personnel issues, water resource conservation and develop policies which reduce departmental overtime and subsequently control the budget. Candidates with a proven track record in these areas will be given particular attention.

COMPENSATION & BENEFITS

A Competitive salary and benefits package will be provided depending upon qualifications. This position is FLSA Exempt.

THE APPLICATION PROCESS

If you are interested in this outstanding career opportunity, please submit an official signed Town application form (available on the Town website: www.whitestown.in.gov) along with your cover letter and resume electronically to: PublicWorksResumes@whitestown.in.gov .Final Filing Deadline is 5:00 p.m. on February 21, 2012.Electronic submissions are preferred however hard copies can be submitted to Town of Whitestown c/o Public Works Manager Recruitment P.O. Box 325 Whitestown,IN 46075.

Applications may be downloaded from our website at www.whitestown.in.gov .Postmarks and faxes will not be accepted. Incomplete applications will not be accepted. Those candidates considered to be most qualified will be invited to participate in the examination process.

Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof.

All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test.

The Town of Whitestown is an Equal Opportunity Employer and values diversity in all levels of its workforce.

Applicants selected as finalist for this position will be subject to a criminal history/credit/driver's license check .