



*The*  
**Minneapolis Public Works Department**  
*invites your interest in the position of*  
**Director of**  
**Transportation**  
**Maintenance & Repair**



**Minneapolis Public Works  
Department**  
350 South 5th Street,  
Minneapolis, MN 55415



# MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF TRANSPORTATION MAINTENANCE & REPAIR



## *The Community*

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area - known as the Twin Cities - is the 16th largest in the country.

Named one of the nation's safest, most fun and most livable cities, Minneapolis was ranked as the most bikeable city in the US by Redfin for both 2018 and 2019. In 2020, US News listed Minneapolis as the best city in the nation for the vast system of parks.

The Twin Cities metropolitan area provides a vast array of



*Stone Arch Bike/Pedestrian Bridge*

entertainment opportunities, including the Mall of America, the Minnesota United, and the Minnesota Wild hockey team. Minneapolis proper is home to the Minnesota Twins, Minnesota Vikings, the Minnesota Lynx and the Minnesota Timberwolves.



*Weisman Art Museum*

Boasting more than 30 theatres, two world-class art museums, street festivals, farmers markets and the world renowned Minnesota Orchestra, Minneapolis is the place to visit and live.

Downtown Minneapolis is the core of the city's strong economy. A mecca of skyscrapers, theaters, shopping, dining and historic districts, Downtown also offers some of the nation's finest department stores and shops.



*One of 50+ Farmers Markets*

Two Light Rail Transit (LRT) lines connect to south Minneapolis and Downtown Saint Paul.

The City of Minneapolis, often called the City of Lakes, provides breathtaking natural beauty with its 22 lakes and the Mississippi River winding through the landscape. Its 170 parks and 166 miles of on- and off-street bike paths help to blend the best of urban life with family oriented residential neighborhoods.



*Light Rail Blue Line at City Hall*

# MINNEAPOLIS PUBLIC WORKS DEPARTMENT

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## *The Public Works Department*

The Department of Public Works is responsible for maintaining the City's physical infrastructure and for providing a variety of services to those that live, work and play in the city of Minneapolis. Those activities are coordinated through three business lines: Transportation, Utilities and Administration.

The department employs approximately 1,100 full-time personnel and has an annual operating budget of \$390 million for the operation of its eight divisions:

- Business Administration
- Solid Waste and Recycling
- Surface Water and Sewers
- Water Treatment and Distribution
- Traffic and Parking Services
- Transportation Engineering and Design
- Transportation Planning and Programming
- Transportation Maintenance and Repair



*Public Service Building  
Corey Gaffer © Gaffer Photography*

## *The City of Minneapolis*

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government.

The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms.

There are 10 Charter departments within the City of Minneapolis. The Public Works Department is the largest.



Minneapolis City Hall



# MINNEAPOLIS PUBLIC WORKS DEPARTMENT

## DIRECTOR OF TRANSPORTATION MAINTENANCE & REPAIR



### *Roles and Responsibilities*

Under the direction of the Deputy Director/City Engineer, the Director of Transportation Maintenance & Repair will:

Oversee the Street, Bridge and Ramp Maintenance and Repair sections to include pavement repair, street cleaning, maintenance of various malls, plazas, greenspaces and trails, snow and ice control, bridge maintenance, City-owned parking ramps, including minor rehabilitation and structural repair for all elements.

Provide direction for City-wide snow and ice control of streets, alleys, bridges, trails and protected bike lanes, pedestrian facilities, including oversight of public outreach, and provide recommendations to the Director of Public Works regarding the declaration of Snow Emergencies.

Oversee the Paving Construction section to include new construction of streets and alleys, renovation/resurfacing of streets and alleys, retaining walls and miscellaneous construction projects.

Oversee the Sidewalk Inspections office including citywide sidewalk condemnation and repair programs and winter sidewalk shoveling ordinance enforcement.

Oversee the management of 15 Special Services Districts.

Lead emergency preparation and response related to the division.

Be responsible for personnel and administrative issues for the division, including staffing, disciplinary, labor relations, performance appraisals, grievances, etc. at all levels.

Provide oversight and responsibility for finance and budgetary issues, including short and long-term planning, reorganization and facility planning, performance measurement and costing.

Prepare reports, requests, committee letters, resolutions, ordinances and other City Council committee documentation. Present reports and Requests for Council Actions to the Public Works & Infrastructure Committee.

Prepare recommendations and administer operations budgets for various functional responsibilities of the division including both capital and operating budgets.

Respond to requests, queries, and complaints/concerns from the public, various City Officials and City staff regarding various matters relative to the division.

Represent the City with Federal, State, and County, various quasi-governmental units, as well as business and neighborhood groups in the administration and coordination of matters relative to the division.

Provide direct supervision to a staff of five including professional engineers and project managers. Exercise general supervision, direction and administration of the approximately 250 division employees.



# MINNEAPOLIS PUBLIC WORKS DEPARTMENT

DIRECTOR OF TRANSPORTATION MAINTENANCE & REPAIR



## *Desired Leadership Characteristics*

### *The ideal candidate will:*

Be a strong leader and understand the value of creating effective work teams, embracing diversity, building employee relationships, and leading by example to drive organizational success.

Have outstanding oral and written communication skills, with the ability to effectively articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach.

Be able to balance the need of strategic thinking and direction with the day-to-day management of the division.

Proactively work to achieve goals and objectives through planning, process improvement, collaboration, and innovation.

Understand when to be a facilitator, when to be a mentor, and how to delegate effectively.

Have a high degree of integrity and a strong work ethic.

Have the ability to manage workplace conflict, and use it to ultimately better the work environment and services to Minneapolis residents and businesses.

Believe in the idea of public service and serving the citizens of the City of Minneapolis through excellent customer service and cost-effective service delivery.

Collaborate with other government agencies, neighborhood groups, Mayor and City Council to achieve City goals.

Understand technical issues and have the ability to communicate that information to laypersons.



Be able to develop cost-effective long range plans and programs.

Be able to plan, organize, manage change and formulate and make difficult engineering and administrative decisions.

Have the ability to deal effectively with the public, special interest/advocacy groups, elected officials, and organized labor groups.



# MINNEAPOLIS PUBLIC WORKS DEPARTMENT

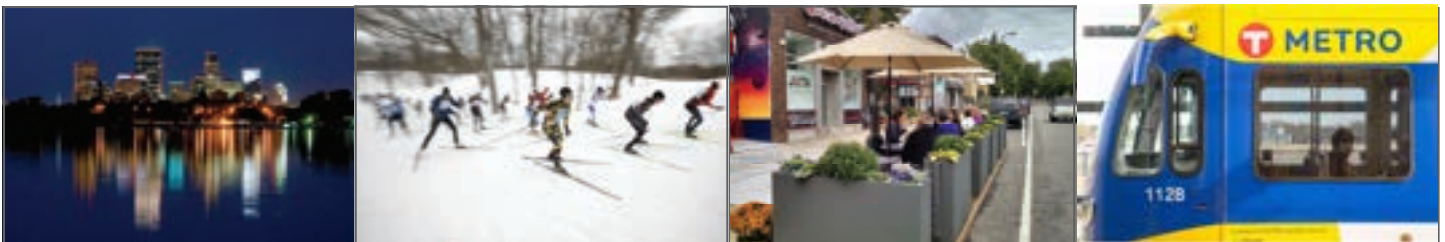
## DIRECTOR OF TRANSPORTATION MAINTENANCE & REPAIR



### *Position Announcement*

The Director – Transportation Maintenance & Repair is appointed by the Director of Public Works and will report directly to the Deputy Director/City Engineer of Public Works. The director manages both capital transportation related construction, as well as operating maintenance of transportation, streetscape and other infrastructure. The director will manage a staff of approximately 250 division employees. The annual operating budget for the division is \$45 million with \$10 million in capital construction funding.

The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve and maintain transportation systems and the public right-of-way throughout our world class city.



### *Education & Experience*

Bachelor's Degree in Civil Engineering or a closely related field.

#### **AND**

Seven years of progressively responsible experience in the coordination, management and supervision of public works activities, including a minimum of three years of supervisory and management experience.

#### **OR**

Any combination of education and experience that provides equivalent knowledge, skills and abilities.

### *Compensation & Benefits*

The salary range for this position is \$142,472 to \$168,890.

The City of Minneapolis offers generous executive benefits, including medical and dental insurance, life insurance, deferred compensation and retirement, vacation and sick leave.

#### ***Qualified candidates should apply at:***

[www.minneapolismn.gov/government/jobs/](http://www.minneapolismn.gov/government/jobs/)

Please include a resume and cover letter with your online application.

#### ***Timetable***

This position will be open for application until March 6, 2022.



## **PUBLIC WORKS MISSION STATEMENT**

**To be effective stewards of the public infrastructure, and provide valued city services that contribute to public safety, economic vitality and neighborhood livability in Minneapolis.**

