



OPERATIONS MANAGER

\$84,000 - \$93,000

Plus Excellent Benefits

Apply by
December 2, 2019
(First Review, Open Until Filled)

PROTHMAN



CITY OF DICKINSON, ND



Situated in the center of southwestern North Dakota, Dickinson is a large community with a small-town feel. The City offers a Rec center for family activity, an extensive trail

system, several parks, and a museum center that features local history, a complete triceratops skull, and a showcase of minerals from around the world.

The City of Dickinson is home to Dickinson State University, is the regional hub for 200,000 people, and is the midpoint between Fargo, North Dakota and Billings, Montana. As one of the fastest growing micropolitan cities in the USA, the City of Dickinson has been ranked as the #6 best place to live in 2017 by Money magazine, and as the #3 Small Town with the Best Economy in 2018 by Forbes. The City's strong economy focuses on energy, agriculture, and manufacturing. The citizens recognize the value of family and social life, with a large base of support for events and facilities that keep life exciting and interesting.

The region offers three beautiful 18-hole golf courses, vast areas for hunting, easy access to local fishing and camping, and is the gateway to Theodore Roosevelt National Park, the Badlands, and the starting point for heading south to Mount Rushmore National Monument. For those looking to explore elsewhere, the Dickinson Theodore Roosevelt Regional Airport is served by United Airlines, offering convenient connections and daily departures to Denver, which then offers worldwide destinations.

THE CITY

Operating under a Commission/Manager form of government, the City Commission is non-partisan and composed of five members. The Commission President and the four Commissioners are elected at-large and serve staggered, four-year terms. The Commission appoints a City Administrator who oversees the day to day functions of the city and coordinates the various departments including Police, Fire, Engineering, Finance, Human Resources, Information Technology, Assessing, Public Works, Library, and Museum. The City operates with 205 FTE's on a 2019 budget of \$19,191,661.



THE DEPARTMENT

Overseen by the Public Works Director, the Public Works Department operates with 66 FTE's on a 2019 budget of \$24,858,947, and is comprised of:

Solid Waste/Recycling: Collection, recycling, and Regional landfill disposal.

Street: Maintains over 350 lane miles of roads within city limits

Fleet: Services and maintains 300 vehicles and various equipment.

Utilities: Water distribution, sanitary sewer collections, storm water, and water reclamation facility.

Facilities: Maintenance of all city buildings, cemeteries, and city owned sidewalks and trails.

Forestry: Keeps the city urban forest healthy and free of disease.

The current Public Works campus was completed in 2014 replacing a 50-year-old building and includes a centralized fueling station for all city vehicles, modernized maintenance shop, emergency generators, wash bay, and indoor storage for equipment. The campus also has a brine storage facility to store salt, sand, brine, and additive. This technology forward facility can blend 4,000 GPH, load at 200 GPM, with the user's chosen concentration of two additives, and features a closed drainage system, so all run-off is pumped to sanitary sewer for treatment or re-use. Used properly, brine has minimal impact on the environment and can reduce total salt use by up to 30%.



THE POSITION

The Operations Manager is responsible for coordinating, directing, facilitating, and managing the operation and maintenance activities of the City's Street, Facility Maintenance, and Fleet Services Divisions of the Public Works Department. Work is performed under the general direction of the Public Works Director, although considerable latitude is allowed for independent judgment and initiative. Responsibilities include the oversight of City street construction, repair and maintenance projects, snow removal operations, fleet maintenance operations, facility maintenance, cemeteries, and forestry.

Responsibilities include:

- Manage the Operations Division staff through hierarchical personnel. Work tasks include making hiring and firing recommendations, providing technical advice and guidance, monitoring employee performance and safety, and evaluating team performance.
- Oversee the planning, organizing, and implementation of fleet operations, facility maintenance, forestry, street maintenance and repair programs, activities, and policies including coordination of projects and project schedules, on-site inspections and monitoring of repair and maintenance projects, evaluation of project performance, snow removal activities, and street cleaning procedures.
- Prepare and submit yearly operational budgets and Capital Improvement Projects to the Public Works Director.
- Ensure all operations are compliant with local, state, and federal regulations.



- Advise and make recommendations to the Public Works Director regarding the proper and efficient operation of the Street, Fleet, Forestry and Facilities Departments including cost and operational analysis, required levels of employees', equipment and material, development of performance standards, and the establishment of divisional goals and objectives.
- Prepares weekly and monthly operations, maintenance, and repair summary reports.
- Prepare, review and recommend specifications for bids relating to tools, materials, and equipment to include solicitation of quotations from vendors.
- Develop in accordance with departmental needs, vehicle specifications; work with other city departments in procurement of vehicles and equipment to include evaluating bids and recommending bid awards.
- Ensure that all citizen and internal complaints regarding Operations are handled in an efficient and appropriate manner.
- May represent the Public Works department and make presentations regarding operational activities at various meetings.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's degree in Construction Management, Engineering, or related field, and five (5) to seven (7) years of progressively responsible experience in municipal public works, engineering, or related field, including at least two years in a professional supervisory capacity is required. Candidates must obtain a North Dakota Class B Commercial Driver's License within 6 months of hire, and a Road Scholar II Certification within 2 years. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be accepted.

Necessary Knowledge, Skills and Abilities:

- Demonstrated experience in municipal public works and a high level of personal and departmental accountability.
- Knowledge of the methods, standard practices, materials, tools and equipment needed to perform the operations, maintenance and repair of Street, Fleet and Facilities divisions.
- Knowledge of snowplow operations, engineering methods, practices, and costs, and light, heavy, and specialized equipment.
- Ability to prepare clear, accurate reports and memorandums effectively, write bid specifications, and maintain accurate files and records.
- Knowledge of GIS, environmental standards and compliance requirements, and of applicable hazards and safety practices.
- The ability to effectively manage multiple priorities, problem-solve, and work under pressure of deadlines.
- A candidate with a comprehensive set of administrative, personnel, and budgetary skills will be successful.
- The ideal candidate will be dedicated to achieving individual and departmental goals, objectives, and expectations of the City leadership while having a mature economic sense of understanding that municipal resources are not unlimited.
- The ability to be a visible and active part of the community and be able to develop and promote effective partnerships with other local agencies. The ideal candidate will have the personality and communication skills necessary to foster productive relationships with citizens.
- The ability to take Public Works divisions to the next level in providing exceptional service to the public.

COMPENSATION & BENEFITS

- **\$84,000 - \$93,000 DOQ**
- Health Insurance
- Life Insurance
- Defined Benefit Retirement Plan
- Flexible Spending Account
- Generous Vacation & Sick Leave
- Bereavement Leave
- 11 Holidays
- Tuition Reimbursement
- Other Optional Benefits including Dental, Vision, Supplemental Life, Rec Center Discount and more



Please visit:
www.dickinsongov.com
 &
www.visitdickinson.com

The City of Dickinson is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 2, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments" followed by the "Operations Manager – City of Dickinson, ND" option, and follow the directions provided, or click [here](#).



www.prothman.com

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