

CITY OF MUSKEGON

PUBLIC WORKS DIRECTOR RECRUITMENT

Closing: December 2, 2022





ABOUT MUSKEGON

Muskegon is a premier community along the shore of Lake Michigan. Muskegon boasts an ideal location, with 2+ miles of Lake Michigan shoreline, 6+ miles of Muskegon Lake shoreline, and four hundred acres of parkland, affordable urban living opportunities, and access to dozens of world-class cultural amenities.

The neighborhoods that make up Muskegon have set the standard for upholding our long-treasured traditions and nurturing a strong sense of community. With nearly 38,000 residents, the diversity of our neighborhoods helps define our community. Residents play an active role in our community through numerous civic and service groups, and our public works division provides numerous ways to assist and collaborate with our community.

Each year, Muskegon is home to more than 2 million visitors. Events throughout the city attract a wide variety of interest for both regional residents and tourists. Our city is currently home to the annual Michigan Irish Music Festival, the only craft beer festival on Lake Michigan, Michigan's premier motorcycle rally, USHL hockey's Muskegon Lumberjacks, the new \$22 Million VanDyk Mortgage Convention Center, and a port that hosts dozens of Great Lakes cruise ship ports of call each summer.

Our city is also home to many great public and private educational facilities. Our colleges include Baker College, the Culinary Institute of Michigan, and Muskegon Community College. Our K-12 schools include Muskegon Public Schools, Muskegon Catholic Central, Orchard View Schools, and numerous private and charter school opportunities.

Muskegon is home to a diverse economy including significant employment in the healthcare, aerospace, automotive, health sciences, military, and tourism/hospitality markets. Our major regional employers include Trinity Health, Howmet Aerospace, GE Aviation, Coles Quality Foods, FomCore, Lorin Industries, and ADAC Automotive.

The future of Muskegon is bright, and all of our neighborhoods are experiencing significant

investment. Over the past five years, our city has benefited from more than \$1 billion in new medical, commercial, industrial, and residential investment.

Trinity Health Muskegon recently completed construction of a nearly \$300 million hospital, while significant new residential developments are underway on Muskegon Lake, and the city is in the midst of a \$30+ million program to construct more than 250 new homes in our core neighborhoods.

PUBLIC WORKS DEPARTMENT

Under the guidance of the City Commission and the City Manager, the mission of the Department of Public Works is to provide superior service to all city residents and visitors by maintaining the city's infrastructure and facilities in a safe and reliable manner. Since our efforts affect the comfort and wellbeing of our residents every day, we shall strive to give prompt attention to the needs of our citizens, as well as people who work, visit, or pass through our city. The Muskegon Department of Public Works oversees the following departments: Engineering, Water Filtration, Highway, Cemetery, Forestry, Marina/Launches, Parks and Recreation, Water Distribution, Sewer Collection, Equipment, Sanitation, Administration, and Facilities. The division has an annual operating budget of approximately \$22 Million and annual capital budgets averaging \$10-12 Million.

The Muskegon Public Works Department is responsible for a wide range of services including maintaining 200 miles of roadway, 525 alleys, 22,000 traffic signs, 34 parks, 2 major bike trails, 10 pavilions, 2 community buildings, a marina with 77 slips and 50 moorings, 4 launch ramps, 4 cemeteries, 193 miles of water main, 175 miles of sanitary sewer lines, providing sanitation services to 13,000 households, and operating a water filtration plant for a regional population of 90,000 people.

The division includes 86 full time employees and a seasonal employee workforce of an additional 20+. The organization includes 2 department head positions (Deputy Director and Parks and Recreation Director) and 10 supervisors. Frontline employees are represented by the Service Employees International Union.



THE POSITION

The Director of Public Works is an important member of the city’s leadership team. Reporting directly to the City Manager’s office, the Director of Public Works is one of only four division head positions in the organization. The position is responsible for planning, organizing and directing the operations of the division to ensure safe, efficient infrastructure and services for the public. The director establishes department-wide goals and objectives, provides technical expertise, acts as spokesperson for the city regarding public works topics, and interacts with other agencies to assure a comprehensive and coordinated approach to public works services.

THE IDEAL CANDIDATE

The city is seeking candidates who have a strong and thorough knowledge of public works and its regulatory requirements, as well as the ability to communicate technical topics to the general public. Complementing these skills, professional expertise will also include the ability to establish effective working relationships, provide leadership to a talented workforce, and collaborate with partners.

The ideal candidate will be a competent and proven organizational leader and a motivated self-starter that is able to function at a high level with only general oversight. Our candidate should be prepared to frequently exercise independent judgment in day-to-day administration of the Public Works Division.

Candidates for consideration will have a demonstrated track record of success in providing public works services. Qualities important to success in the position include an approachable and open management style, commitment to exceptional customer service and timely resolution of issues, emphasis on collaboration to support the community, and openness to embracing innovative solutions. Candidates will be skilled in presenting all options and alternatives in a public forum for engaged debate and consideration while also working together in a pro-active fashion to address issues.

The candidate should have significant experience in collective bargaining, budgeting, and project management.

Minimum qualifications include:

- Bachelor’s Degree in engineering, urban planning, public administration, or related field. Master’s degree preferred;
- Seven or more years of progressively responsible experience in public works, planning, or municipal project engineering including supervisory and administrative experience;
- State of Michigan Vehicle Operator’s License, a satisfactory driving record, and the ability to maintain one throughout employment;
- State of Michigan Professional Engineer License preferred. S-1 Water Distribution System Certification preferred.

COMPENSATION

The City of Muskegon is prepared to provide a highly competitive salary to the right candidate. The expected base pay will be up to \$118,000. The city is prepared to provide relocation incentives that include a 6% residency bonus, relocation cost reimbursement, and down payment assistance. The city also provides a traditional employee benefit package. The Public Works Director will also have access to a city-issued vehicle and cellular phone.

CONSIDERATION

To be formally be considered a candidate for this position, individuals will be required to submit a compelling cover letter and comprehensive resume to LeighAnn Mikesell, Muskegon Deputy City Manager at leighann.mikesell@shorelinecity.com no later than 5:00 PM December 2, 2022.

Candidates are encouraged to conduct further research on the organization and our community at the following websites:

- www.shorelinecity.com
- www.watchmuskegon.com

The City of Muskegon is an Equal Opportunity Employer