The City of Rogers is seeking applications for a

City Engineer/Public Works Director

Your destination to live, shop, work or play!

www.rogersmn.gov
Recreation in Rogers

Rogers manages more than 325 recreation programs, senior programs, and community events each year with more than 3,500 individual participants. In addition, the City operates and maintains 32 City parks, occupying over 600 acres, while managing 66 miles of sidewalks and trails. With recent passage of a local sales tax dedicated for park and trail improvements, the City looks to build and develop several such projects in the next five years including an I-94 pedestrian overpass, an indoor turf facility, and a splash pad.

Welcome to Rogers, Minnesota!

One of the fastest-growing cities in Minnesota, Rogers is a vibrant, suburban community in Hennepin County and the seven-county Twin Cities metropolitan area. In its early days, Rogers benefitted from the expansion of the railroad to spur growth and industry, and drew people to the rich, productive land and the beauty of the surrounding natural landscapes – thereby forming the foundation of the community. Today, transportation remains an important factor drawing people and industry to Rogers. The community enjoys the benefits of its unique location at the intersection of two regional roadway systems – Interstate 94 (I-94) and Trunk Highway 101 (TH 101) – that connect the community to employment centers and amenities of the Twin Cities and the recreational destinations of northern Minnesota.

Situated as a key gateway between the Twin Cities and Greater Minnesota, Rogers delivers the best combination of urban services and amenities with rich rural landscapes and wide-open natural areas, and an abundance of parks and recreational destinations. This has made Rogers a hub for business and distribution, and an attractive community for raising families, as is evidenced by the community being named the “Best Place to Raise Kids in Minnesota” by Bloomberg BusinessWeek. Rogers is home to four schools in Independent School District 728, the eighth-largest district in Minnesota. Those four schools include: Hassan Elementary School, Rogers Elementary STEM Magnet School, Rogers Middle School and Rogers High School. Rogers High School consistently ranks among the state’s highest in academic achievement, as well as its state-award winning music, athletic, drama and academic-based club programs, and nationally recognized Culinary Arts and DECA programs.

City Government

The City of Rogers operates under a Council-Administrator form of government. Elected positions include the Mayor (two-year term) and four Council Members (four-year alternating terms). There are several standing commissions including: the Arena Commission, Park and Recreation Advisory Commission, Planning Commission, and Senior Advisory Commission that meet to discuss and make recommendations on important issues within the City.
Commercial/Industrial Hub

A city of 13,500 population in Hennepin County, Rogers is much more than a bedroom community. The City is home to approximately 500 employers and 11,000 jobs. This diverse mix of residential, commercial and industrial uses – along with heavily traveled highway corridors – brings sizeable daytime and pass-through populations. For these reasons, infrastructure and utility needs in Rogers rival that of much larger cities in terms of both volume and complexity.
The Rogers Public Works Department is subdivided into numerous functional areas, with each striving to provide high-quality and efficient services for residents and taxpayers. Positions and duties are matrixed as to provide maximum efficiency along with the ability to collaborate across departments. Sub-departments include:

- Administration – 4 FTE (incl. director)
- Water and Sewer – 5 FTE
- Streets and Fleet – 5 FTE
- Parks and Buildings – 5 FTE
- Stormwater/GIS/Engineering – 3 FTE

See Organizational Chart on page 8.

The City of Rogers operates and maintains water, sewer, and storm sewer utilities with operating budgets totaling nearly $4 million. The Public Works Department is also responsible for park maintenance, street and fleet, government buildings, and sidewalks and trails with annual budgets totaling $1.2 million. Major aspects of operational and planning activities include the following:

- Rogers Public Works is integral to providing and maintaining the infrastructure necessary to support private development and investment in the City of Rogers. In the last 12 months, the City of Rogers has platted 168 lots for residential development and issued over 100 single family building permits with Public Works/Utilities, playing a vital role in the planning and development review process.
- In 2020, the City of Rogers completed three pavement management projects totaling 32,000 square yards of new pavement. In 2021, the City of Rogers is forecasting to complete nearly 250,000 square yards of pavement rehabilitation through the City’s Pavement Management Plan and dedicated funding sources.
- The City owns and maintains three water storage tanks with plans to add an additional tower in the next two years. The water system also consists of 90 miles of water main and seven production wells.
- The sanitary sewer system consists of over 1,600 manholes, 14 lift stations, and 77 miles of sewer mains.
- Storm sewer system consists of over 120 stormwater basins, 500 catch basins, and 64 miles of storm sewer mains.
- The City maintains nearly 100 miles of roads, with 10 miles of gravel roads, over 100 major pieces of equipment and nearly 2,500 signs.

Future Growth in Rogers, MN

POPULATION/HOUSEHOLDS

Current Metropolitan Council growth estimates project that Rogers will grow to 18,400 people and 6,700 households by 2030 and up to 22,800 people and 8,700 households by 2040. Those figures represent population increases (over 2019 estimates) of 39% for 2030 and 72% by 2040.

STREETS/UTILITIES/PARKS GROWTH PLANS

The City of Rogers is a Municipal State Aid City and operates an active pavement management program. While maintaining over 100 miles of roads, the City continues to add new lane miles through development and other capital improvement projects. The 2040 Comprehensive Plan projects that the City will add 75 miles of roadways.

The City of Rogers transferred ownership and operation of the City wastewater treatment plant to MCES in 2019 but continues to operate the City collection system. Within the next 10 years, a new wastewater facility will be built by MCES which will involve significant effort by the City of Rogers to modify the collection system in order to utilize the new plant. The City’s water utility has several major capital projects forecasted over the next 10 years including a high pressure zone water tower, water treatment facilities, and additional wells.

The Parks Department will continue to grow as neighborhood parks are constructed with future development, and the 2017 Master Park Plan outlines an extensive trail system that includes a pedestrian overpass over Interstate 94. With the passing of a City Sales Tax, numerous park and recreation projects are beginning the planning phase, including an indoor turf facility and splash pad.
The successful candidate will demonstrate the highest levels of honesty, integrity and professionalism along with superior verbal and written communication skills.

Essential elements of the position include proficiency in department planning, budgeting and operations; ability to work with all community stakeholders and government/private partners to build consensus; a passion for seeking out and implementing solutions to complex or sensitive problems.

The Rogers City Engineer/Public Works Director will have experience in a senior leadership role and must be equally comfortable designing and implementing improvement projects, serving as the department’s strategic and administrative leader, overseeing physical operations, and even “getting dirty” when necessary.
City Engineer
Job Description

Title: City Engineer/Public Works Director
FLSA Status: Exempt
Department: Engineering
Position Status: Regular Full-Time
Accountable To: City Administrator
Salary Grade: 17
Supervision of Others: Yes
Revision Date: October, 2020

POSITION SUMMARY
This is a management and technical position that leads and manages the Public Works Department. The Department includes the Engineering, General Public Works, Parks, Streets/Fleet, Water, Sewer, Stormwater divisions. This position is responsible for overseeing all aspects of the Department’s operation, including management of personnel, equipment, budget, consultant oversight, and the Capital Improvement Program (CIP). Management is exercised over subordinate supervisory and technical personnel and work is performed with considerable administrative and professional independence under the general direction of the City Administrator. Position involves extensive project management, budget oversight, research, long-range planning, public presentations, and community engagement. The position will also be required to collaborate with other City departments, outside agencies, developers, consultants, contractors and other engineers in the implementation of City Projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Strategic Planning
- Responsible for the operational and maintenance plans for the Public Works Departments (engineering, streets, fleet, parks, trails, sanitary sewer, water, storm drainage) and associated Capital Improvement Programs.
- Researches, drafts and recommends new and revised regulations, plans, policies, procedures and ordinances for the design, installation, operation and long-term maintenance of the City’s physical infrastructure and moving fleet to effectively meet the City’s short and long-term goals.
- Works closely with the planning and other departments to provide technical engineering as assistance in the review of subdivision plats and other proposed developments.
- Reviews and approves the technical design criteria and standard specifications for the design and construction of roadways, water, sanitary sewers and storm sewers. Interprets and applies the criteria and specifications where there are questions regarding proper interpretation; communicates and explains findings to developers, contractors, property owners and the public orally and in writing.
- Manages the city assessment process for Public Improvement projects, including public participation. Responsible for the accurate and timely calculation and preparation of assessment rolls for projects delivered under MN State Statute 429 process.
- Represents the City to negotiate, manages processes, contracts and agreements in working with outside agencies including, but not limited to, Minnesota Department of Transportation, Hennepin County Public Works Department, Pollution Control Agency, Department of Natural Resources, and Minnesota Department of Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED

Organizational Management
- Supervises the overall design, planning, and control of improvement projects.
- Oversees the implementation of all water resources rules, regulation and policies.
- Writes complex materials, such as proposals, justifications, recommendations, bids, ordinances, and City Council resolutions.
- Delivers presentations to provide complex information, and to obtain approval from managers and the City Council.
- Negotiates contract, and supervises negotiation, with vendors and consultants.
- Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects, grading permits, particularly upon release of a project’s financial security. This activity may include, but is not limited to, project inspection, scheduling and coordinating the activities of contractors, consulting engineers and all other government agencies implementing those projects.
- Develop, coordinate and administer the city’s annual maintenance projects including but not limited to mill/ overlays, pavement seal coating, crack seal, striping and sidewalk and trail repairs.
- Responsible for the review of development proposals, proposed subdivisions, proposed lot divisions, combinations, assessment vacations, proposed plats and proposed special land uses.
- Processing of permit applications from other governmental agencies, public utilities, private contractors, and other parties proposing to work on public rights-of-way, public easements or other public property.
- Updating City Detail Plates and Specifications annually.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City’s records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- Prepares City Council agenda reports and supervises the preparation of City Council agenda reports of subordinates. Responsible for implementation of City Council direction. Attends City Council meetings.

Public Relations
- Advises the City Council on all Engineering related issues. Provides staff support to City advisory Commissions.
- Represents the City at preconstruction, construction progress and neighborhood meetings.
- Represents the City at local, regional and statewide meetings, workshops and public hearings.
- Responsible for providing effective community relations and communications. Provides a participatory process for citizens to provide feedback on programs and improvements.
- Serves as a member of the City’s management team and ensures effective coordination and communication with other City Departments and promotes collaboration among divisions.
- Develops direction for providing quality service to City Customers.

Supervision
- Supervises all Public Works Department staff in accordance with City policies, bargaining agreements and applicable laws. Responsibilities include selection, development and training, planning, assigning, and directing work; appraising performance; addressing complaints; resolving problems and taking appropriate disciplinary action when necessary.
- Determines the need for, selects and oversees the work of consultants and contractors necessary to carry-out the work of the Department.
- Schedules employees’ work hours and availability to assure proper operation of the department. Documents employee performance and conducts formal performance appraisals.
Financial
- Responsible to maximize the available funding program from Minnesota Department of Transportation’s Municipal State Aid annual certification.
- Coordinates and oversees preparation of the City’s Capital Improvement Program, including budget details, including site plans and construction documents for streets, sanitary sewer, and storm water drainage, building and the Park Improvement Program.
- Develops and recommends annual departmental operating budget and related fee schedule.
- Ensures that project costs, schedules and other contractual terms are effectively monitored, including all project change orders and budget.

Equipment/Technology
- Proficient in Microsoft Office Suite of software.
- Preferred understanding and use of GIS software programs.
- Utilizes AutoCAD for designing of public projects, trails, park improvements, utility projects.

OTHER JOB FUNCTIONS
- Consults with the City Administrator regarding the assignment of personnel to provide the most efficient and effective operations with respect to seasonal demands and other variations in the workload.
- Remains up-to-date and oversees application of all local, state and federal ordinances, codes, rules and regulations and generally accepted engineering practices.
- Provides assistance to other departments.
- Management of communications and billboard leases and right-of-way acquisitions and condemnation process.
- Performs other duties and assumes other responsibilities as apparent or as delegated by the City Administrator.

MINIMUM QUALIFICATIONS
- Minimum of five years’ experience as a City Engineer or Assistant City Engineer.
- Professional engineering license from the state of Minnesota, or ability to obtain one in one year (for out of state applicants).
- Experience in the Minnesota DOT State Aid Program, including survey and inspection.
- Bachelor’s degree in civil engineering from an accredited college or university.
- Five years supervisory experience is required.
- Valid Minnesota driver’s license and good driving record.

DESIRED QUALIFICATIONS
- Seven to ten years’ experience as a City Engineer or Assistant City Engineer.
- Experience with MPCA MS4 Program.
- Professional civil engineering with a municipal engineering department or a consulting engineering firm working in the areas of municipal engineering.
- Experience in street preservation and rehabilitation relating to plan and specification preparation, and construction.
- Experience in preparing and/or reviewing plats, plans, and developer agreements for new subdivisions.
- Experience working with various public agencies.

COMMON PERFORMANCE STANDARDS
Communications:
- Must have the ability to actively listen to others for understanding of their needs and situations.
- Must be able to effectively communicate verbally and in writing.
- Must be able to read and understand correspondence, memoranda and directives.

Interpersonal Relationships:
- Must exclude personal biases from work performance.
- Must be consistent in dealing with people.
- Must be sensitive to others’ problems and concerns without direct involvement.
- Must have the ability to establish successful working relationships.
- Must exclude personal biases from work performance.
- Must have the ability to accept criticism and/or discipline.
- Must have tact and diplomacy.
- Must strive to promote a cooperative atmosphere in the department.
- Must have a positive attitude.

Professional Attitude:
- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence.
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all forms of contact.

Quality of Work:
- Must be able to produce quality, accurate work.
- Must be able to detect and correct errors.
- Must be able to utilize work time properly and productively.
- Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge:
- Must have knowledge of city business and financial functions.
- Must have knowledge and ability to understand and discern legislative, local, state, and federal regulations.
- Must have working knowledge of computers and electronic data processing equipment.
- Must have the ability to perform arithmetic computations accurately and quickly.

Knowledge Of:
- Must have working knowledge of computers and electronic data processing equipment.
- Must have the ability to perform arithmetic computations accurately and quickly.

Skilled In:
- Ability to clearly communicate concepts, explanations and recommendations in oral and written form.
- Design, planning, and review of proposed street and utility projects from a constructability and maintenance standpoint.

Ability To:
- Establish and maintain effective working relationships and communication with City Administrators, other City employees, city officials, citizens, boards and governmental agencies.
WORK ENVIRONMENT

1. Field and office environment, exposure to computer screens, field trips to sites, occasionally in inclement weather conditions.
2. Works in City Parks, Streets, Municipally owned, and private properties.
3. Works on the road or in the road right-of-way.

For more information regarding the Rogers City Engineer/Public Works Director position:

Go to: www.rogersmn.gov/jobs

Or contact: Stacy Scharber
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