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**CITY OF EDINA**  
Engineering Director Profile

## Profile of the City

The City, incorporated in 1888, is a fully developed first-ring suburb of Minneapolis. The City currently occupies a land area of 16 square miles and serves a population of 48,829 residents. Currently, 98 percent of the City is developed. Its first major period of growth occurred in the 1950s as residents and businesses looked to suburban neighborhoods. The late 1960s and early 1970s were another significant period of growth. Today, the City is in a period of “redevelopment” as aging structures (both commercial and residential) are being replaced with newer structures that better suit the needs of 21st century businesses and residents. Approximately 59 percent of Edina’s land area is attributed to low-density residential neighborhoods, 12 percent to commercial/industrial uses, 16 percent parks and open space with the remainder used for local, county and state roadways.

The City operates under the Council-Manager form of government. Policy-making and legislative authority are vested in a City Council (Council) consisting of the Mayor and four other members, all elected on a non-partisan basis. The Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the city government, and for appointing the directors of the various departments. Council members serve four-year terms, with two Council members elected every two years. The Mayor also serves a four-year term. The Council and Mayor are elected at large. The City is empowered to levy a property tax on both real and personal property located within its boundaries

The City provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets and other infrastructure; water and sewer services and recreational and cultural activities and events.

The Council is required to adopt a final budget by no later than the close of the fiscal year. The annual budget serves as the foundation for the City’s financial planning and control. The budget is prepared by fund, function (e.g. public safety) and department (e.g. police). Department directors may use resources within a department as they see fit. The City Manager may authorize transfers of budgeted amounts between departments.

## Local Economy

The City currently enjoys a favorable economic environment and local indicators point to continued stability. The region, while noted for strong retail and professional sectors, has enjoyed considerable redevelopment in recent years. The redevelopment consisted of varied manufacturing, medical and high-tech base that adds to the relative stability of the unemployment rate. Major industries with headquarters or divisions within Edina include Fairview Southdale Hospital, Southdale Center and Galleria malls, Nash Finch, Regis, Dow Water & Process Solutions and International Dairy Queen. Edina’s robust business community is based in three primary nodes: 50th & France, Greater Southdale and a professional/industrial district west of Highway 100. Numerous employers in the medical, retail, service, manufacturing and distribution industries are located in Edina. Edina is home to approximately 50,000 jobs that are expected to remain stable over the coming years.

The City has become known for its quality residential housing stock and attractive neighborhoods. Although the emphasis has changed over the years from exclusively single-family housing to a more balanced mix of single- and multi-family housing types, the City’s concern for overall quality in residential development remains a top priority.

The City contains at least 2.5 million square feet of commercial space, plus a higher amount of general commercial and industrial space. These businesses occupy facilities ranging from free-standing wood-frame structures to non-combustible high-rise structures.

The city enjoys AAA and Aaa bond ratings from Standard and Poors and Moody’s, respectively.

## Long-Term Financial Planning

The City’s Comprehensive Plan guides development and redevelopment and addresses changes likely to occur due to various social and market forces. Edina’s Comprehensive Plan was last updated in 2008 and formally adopted in 2009. In accordance with State law, it will be updated again in 2018.

The City continues to focus on quality of life improvements throughout Edina. These efforts cover a broad array of areas, including protecting and improving the environment, revitalizing parks and public areas, expanding

recreational opportunities, expanding City services and increasing communication between City representatives and the public.

The City is continually working to update its aging infrastructure. The bi-annually adopted five-year Capital Improvement Plan includes spending and financing projections for these projects. The Capital Improvement Plan Policy was adopted in 2007 and the City Council is currently implementing its 2013-2017 Plan.



### Major Initiatives

City staff are guided by Edina Vision 20/20, the City's long-range strategic plan. The City's vision is to be the "preeminent place for living, learning, raising families and doing business by sustaining and improving the uncommonly high quality of life enjoyed by our residents and businesses, providing effective and valued city services, as well as a sound public infrastructure system and balance of land uses, as well as innovation."

The Edina City Council has begun to identify its 2014-15 Strategic Priorities.

It has currently identified six tentative priorities, including the preservation and expansion of public infrastructure, development and renewal of the Grandview and 50th & France areas, support of high-performance staffing approaches, strong communication and engagement strategies to clearly understand community needs, development of a 2040 vision and influencing RNAV flight patterns.

### The Engineering Department

The Engineering Department is responsible for the planning, design and construction of the City's infrastructure, including sidewalk system, bikeway system, local street system, storm sewer system, sanitary sewer system, water system, street lighting system and other public improvement projects that support residents and businesses. The City's infrastructure includes 205 miles of roadways, 35 miles of bike facilities, 25 miles of sidewalk and eight miles of walking paths, 18 deep water wells, 4 water treatment plants,

4 water towers with a 3 million-gallon total capacity, 4 million gallons of water in an underground reservoir, 23 sanitary sewer lift stations, 11 storm sewer lift stations, 80 miles of storm sewer mains, 180 miles of sanitary sewer mains, 200 miles of water mains, 3 municipal parking ramps and numerous parks and recreation facilities. The Engineering Department also supports the Energy & Environment Commission and the Transportation Commission. The Department actively works with other governmental agencies on projects of local importance.

### The Position: Engineering Director

The Engineering Director is responsible for administering, organizing and supervising the technical, administrative and customer service activities of the Engineering Department. The Director establishes functional policies, makes tactical decisions within overall strategic direction and provides oversight for the budget and capital improvements. The incumbent participates as an active member of the City's Executive Leadership Team and maintains strong, productive and cooperative relationships with other City departments to maximize use of City resources and talent. The incumbent also serves as the technical resource for the City Council and resident advisory commissions. The 2013 salary range for this position is \$100,000 - \$120,000s depending on qualifications and experience.

### Scope of Impact:

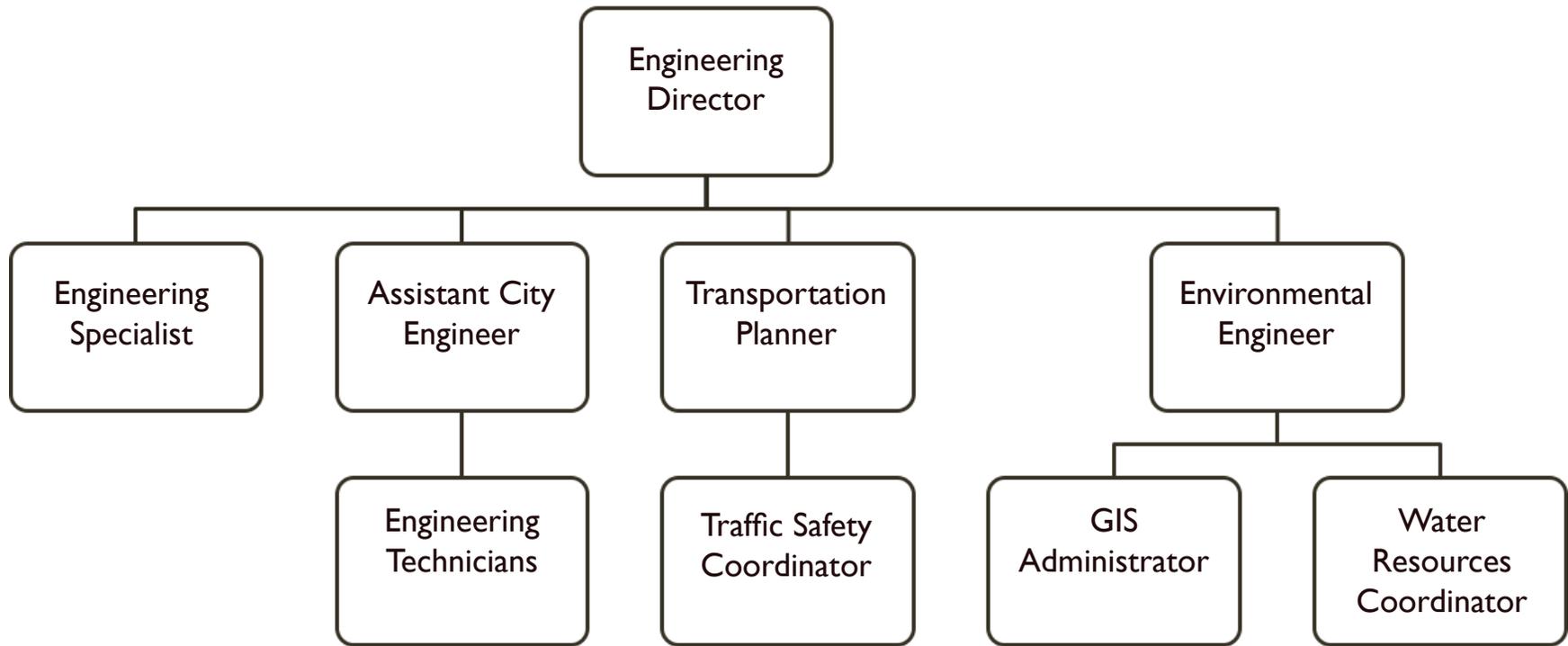
The Engineering Director is responsible directly and through subordinate supervisors for the performance of 11 full-time, 1 part-time and approximately 4 seasonal engineering employees and for management of an annual department operating budget of approximately \$1.5 million and capital project budget of approximately \$11 million. The duties are performed with significant latitude for independent judgment in accordance with Department and City policies; Federal, State and Local regulations; and are based on detailed knowledge of Department operations.

### Essential Duties and Responsibilities:

*Plans, engineers, handles bids and administers construction and inspection of water and sanitary sewer facilities, streets, trails, bridges, storm sewers, traffic control devices and all other public construction.*

- Prepares and updates the Five-Year Capital Improvements Program for all public improvement projects;

## The Engineering Department



- Determines and recommends to the City Manager which projects should be done by Engineering staff and which should be done by consultants;
- Organizes and assigns work to be performed by Department staff;
- Coordinates activities of consultants and reviews and approves their work;
- Prepares engineering reports and presents to the City Council and residents at public information meetings and hearings;
- Supervises the development of easements and contract specifications for public projects;
- Prepares special assessments and storm sewer utility charges.



*Identifies and promotes best engineering practices.*

- Establishes and updates the City's engineering standards;
- Researches and reviews new and/or modified products, methods, standard specifications and materials used in the construction of public improvements.
- Monitors and evaluates the effectiveness of service delivery practices and makes modifications as necessary.

*Using independent judgment, provides supervision and leadership to Department personnel under the span of control.*

- Makes and participates in decisions on matters of hiring, transfer, suspension, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under the span of control;
- Sets goals and objectives for others to work toward and monitors performance;
- Conducts ongoing feedback, coaching, mentoring and timely formal reviews of performance for assigned employees;
- Plans the work schedule to meet Department demands and to limit overtime costs to reasonable and necessary levels;
- Encourages employee growth and development by providing or encouraging learning opportunities;

- Assesses staff development needs and directs the provision of staff training;
- Makes decisions regarding the content of jobs and the requested level of staff within the Department.

*Directs the preparation of and manages the Engineering Department's budgets.*

- Prepares the Department's annual work plan;
- Prepares requests for annual funding and presents requests to decision-makers for approval;
- Reviews year-to-date spending reports and monitors performance against plan, making or recommending adjustments as necessary;
- Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job;
- Negotiates with vendors and works to ensure the most cost effective alternatives are identified when planning expenditures.

*Provides engineering guidance and expertise, both inside and outside the organization.*

- Reviews and approves infrastructure activities associated with development or redevelopment activity;
- Conducts studies and prepares reports related for current and long range engineering projects;
- Provides engineering expertise at City Council meetings and other board and commission meetings as requested; meets with task forces and other civic organizations as necessary;
- Provides information and guidance to other City departments and staff.

*Facilitates the highest customer service possible for residents and customers.*

- Proactively provides information to City staff, City Council, advisory groups, neighborhoods, residents and outside agencies regarding department activities and plans;
- Responds to and resolves difficult and sensitive inquiries, complaints and requests for services in an open and creative manner;
- Resolves issues related to construction projects, drainage or other problems which have been escalated;

- Works closely with other City departments, especially the Public Works Department, in planning and delivering services.

*Coordinates and/or participates in activities of various government agencies and public entities.*

- Meets and confers with State Department of Transportation, County Transportation Department, watershed authorities, Federal agencies and other government agencies;
- Meets and confers with public utilities with development interests in Edina;
- Works with staff of adjacent communities on joint projects.

*Performs other duties as assigned.*

### **Minimum Qualifications:**

This position requires a bachelor's degree in Civil Engineering and 10 or more years of professional experience, including at least three years in management roles; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A current Minnesota Professional Engineer's license, or the ability to obtain licensure within six months, and a valid driver's license or evidence of equivalent mobility are also required.

### **Desired Qualifications:**

A master's degree in related field and experience in a comparable sized community is desirable, as is previous experience in a management role with a municipal engineering department.

### **Knowledge, Skills and Abilities Required for Successful Job Performance:**

- Knowledge of principles and practices of Civil Engineering as related to municipal activities, including knowledge of local, State and Federal regulations and laws relating to engineering programs and projects.
- Strong public relations and interpersonal skills in interacting with City Council, other municipal and regional officials, coworkers, staff and the general public.
- Ability to communicate effectively, including ability to persuade and negotiate agreements and respond effectively to controversial issues.
- Strong problem-solving skills.
- Demonstrated ability to build positive relationships with employees, managers and the community.

- Working knowledge of the fiscal requirements of local government, including budgeting, purchasing, capital planning and policy formulation.
- Knowledge of general management principles, strategic planning and goal setting.

### **Initial Position Priorities:**

- Implement City-wide initiatives as part of the Executive Leadership Team.
- Build effective relationships with other City departments, elected officials and citizen advisory groups.
- Actively model and reinforce the City's core values of Integrity, Quality and Service.
- Promote leadership development and employee engagement within the Engineering Department.
- Assimilate complete street and sustainability principles into department's plans, work products and culture.
- Complete intersection improvements on France Avenue.
- Continue progress on neighborhood street reconstruction projects.
- Continue pedestrian and bicyclist improvements using the Pedestrian and Cycling Safety (PACS) Fund.
- Review infrastructure improvements associated with potential redevelopment projects in the Southdale, Grandview, 50th and France and Pentagon Park business districts.
- Plan infrastructure improvements necessary to sustain future population growth.



### **Application Details**

Posting Date: Friday, Nov. 1, 2013

To Apply: Send letter of interest and resume electronically to [edina@springsted.com](mailto:edina@springsted.com). To ensure consideration, apply by Dec. 2, 2013. Questions can be directed to Sharon Klumpp at [sklumpp@springsted.com](mailto:sklumpp@springsted.com) or 651-223-3053. Learn more about the City of Edina at [www.EdinaMN.gov](http://www.EdinaMN.gov).