



**BATTLE CREEK**  
MICHIGAN

# DIRECTOR OF PUBLIC WORKS



# BATTLE CREEK, MI

## PUBLIC WORKS DIRECTOR



### THE POSITION IN BRIEF:

The City of Battle Creek, MI (52,721), known as the "Cereal Capital of the World," with "something for everyone" is seeking a strategic leader to become the next Public Works Director of the City. The Director oversees a 196-member full-service Public Works Department that includes Streets, Water Treatment and Distribution, Wastewater Treatment and Collection, Stormwater Management, Facilities, Fleet, Parks Department Maintenance, and Engineering.

Primary duties include:

- Setting policies and goals under the direction of the City Manager.
- Provide overall management of ten departmental divisions.
- Recruit, assign work, evaluate staff performance, discipline, coach, and counsel team members.
- Plan and coordinate short and long range work programs and projects for various divisions of the department.
- Manage special projects such as creating vision plans, budgets, focus groups, and marketing ideas to residents and City staff.
- Coordinates with outside governmental jurisdictions and various City businesses.
- Receives and responds to inquiries and complaints, explains department programs to citizens, investigates complaints and takes necessary actions.
- Prepare and administer the Public Works Operating Budget and communicate needs and budget concerns with management.
- Oversee the design, construction, maintenance and repair activities of municipal infrastructure and equipment.
- Serves on various committees, attends meetings, prepares, and presents reports and public presentations to various groups.
- Oversees the City's MS4 Stormwater Management Program.

The City Manager is seeking a collaborative and approachable professional with excellent people skills. The ability to interact and work with a diverse and talented public works team is essential. The City Manager is also particularly interested in candidates that are able to delegate and develop professional working relationships with intergovernmental agreement partners.



## COMMUNITY:

[Battle Creek](#) is known as the cereal capital of the world, with the presence of the Kellogg Company and Post Foods. Battle Creek sits off of Interstate 94 between Detroit and Chicago in the area of the Battle Creek and Kalamazoo Rivers. The City has the third-largest land area in Michigan (nearly 44 square miles) with a rich mix of rural and urban experiences.

The City is fortunate to have large employers including DENSO Corp., the Hart-Dole-Inouye Federal Center, Il Stanley, Duncan Aviation, the Michigan Air National Guard, and more. They are also home to innovative entrepreneurs who have started businesses downtown, a place growing in vibrancy since the Downtown Transformation Initiative that began in 2008. They are also proud to be the home of the W.K. Kellogg Foundation and the commitment to community-driven initiatives to advance workforce development, economic development and community engagement.

With the Sustainable BC Committee and city's Sustainability Plan, city leaders are considering ways to reduce the carbon footprint and support environmentally-friendly practices, the City is a leader in environmental initiatives. They were recently recognized as a silver Bicycle Friendly Community by the League of American Bicyclists, which gave the strongest marks for the bicycle network; work with the community to streamline bicycle culture; and promotion of safety and protection of bicyclists' rights. They continue to add propane-fueled buses to the city transit system as well as other fleet vehicles. Hybrid vehicles are also included in the city's fleet system.

Communications with the residents of Battle Creek is extremely important to the City. There is an active presence through their website, Facebook, and Twitter, and they seek their residents' thoughts and opinions on various city issues through surveys. They conduct Community Conversations as part of these and other processes, eager to hear from residents, business owners, and others with a connection to the community.

[Battle Creek Executive Airport](#) at Kellogg Field is the base of operations for about 55 private individuals, as well as the WMU College of Aviation, Air National Guard, Duncan Aviation, and more. It also hosts the annual Field of Flight Air Show and Balloon Festival.



## SHOPPING AND ENTERTAINMENT:

Battle Creek's vibrant downtown community offers cultural conveniences and provides the backdrop to Fortune 500 companies, art galleries, entertainment, quaint restaurants, and plenty of shops. The downtown shopping district offers charming and unique specialty retailers including boutiques, sporting, cycling, fitness apparel, flower shops, jewelers, and much more. You will always discover amazing restaurants, breweries and cafes, live music, and fresh groceries at [Horrocks Farm Market](#).

Battle Creek's newest and fastest-growing shopping district includes everything from banks, pharmacies, home improvement stores, and retail stores such as T.J. Maxx, Best Buy, Kohl's, Walmart, Target, Meijer, Aldi and many others. Beckley Road also features great restaurants such as Chili's, Buffalo Wild Wings, and many more.

[Kellogg Arena](#) provides both indoor and outdoor entertainment for downtown Battle Creek. The Summer Series includes Post Band Concerts, Battle Creek Farmers Market, Vibe @ 5 Concert Series, Caribbean Night, National Cereal Fest and more. This Summer Series is an initiative to bring live entertainment and events to downtown Battle Creek with a goal of contributing to the community's positive economic impact and quality of life. During the winter months Kellogg Arena hosts concerts, sporting events, trade shows and other great activities for the whole family.



## EDUCATION:

At [Battle Creek Public Schools](#), transformation is underway, and excellence is on the rise. New programs offer more professional enrichment for educators as well as more opportunities for project-based learning, hands-on experiences and individualized support for students. The Battle Creek community came together to shape the Career Academies at BCCHS, and the first class of academy students declared their pathway selections in May. In the fall of 2019, they opened two innovative new schools to expand what BCPS has to offer. While they work to implement these exciting new options, we are also investing strategically to ensure that that we are transforming the student experience at every BCPS school.



## PARKS AND RECREATION:

The City of Battle Creek and surrounding Calhoun County offers many exciting, year-round family attractions, events, and festivals! Whether it's action or entertainment you crave, Battle Creek and Calhoun County has everything you desire! With a vast variety of seasonal entertainment, you will find something to please the entire family! With over 40 community parks, specialty parks, school parks, paths and trails, the city and the area have something for everyone.

One of the largest parks is [Woodland Park and Nature Preserve](#) that spans 145 acres with a nature area, rustic and peaceful green preserves. In addition to miles of trails, which take you by some of Michigan's most beautiful wild foliage, wetlands and wooded areas, the Park is home to a historic grain silo (that the Park Committee is working to preserve). The Park and Preserve also aids conservation groups with its green space, including the Michigan Department of Natural Resources and Environment and the Calhoun Conservation District. In addition, the Woodland Park Committee and the City of Battle Creek are working with area educators and conservation groups to use the Park as a valuable teaching resource. Whether it be hiking, cross-country skiing, snowshoeing, education, conservation, bluebird watching or simply a walk with your dog, the Woodland Park and Nature Preserve offers you a great natural resource close to home in Battle Creek!

[Binder Park Golf Course](#) not only has 27 holes of great golf but has a 3-hole practice course and range facilities. The 3-hole practice course is the perfect place to start for the beginning golfer, providing a real on course experience without having to worry about the pressures of keeping up with the pace of play. It's the perfect environment to take your time and teach sound fundamentals and etiquette while spending quality time together in the great outdoors. The 3-hole course is also a great stopping off place on your way home from work. If you don't have the time to play 9 or 18, then just stop by and play 3, finish with a bucket of balls and your home for dinner. Binder Park Golf Course believes in supporting the Game and Community.

On top of that, recreational opportunities abound featuring Bailey Park, home to the Northwood League's [Battle Creek Battle Jacks](#) summer baseball team; and the Full Blast Recreation Center, which offers a water park and a variety of sports and fitness programs for all ages. Families can also enjoy the [Binder Park Zoo](#), located on 433 acres of city-owned property which backs up to the golf course and includes one of the largest giraffe herds in the country.



## CITY GOVERNMENT:

Battle Creek has a City Commission-City Manager form of government, with the City Manager administering the day-to-day operations of the City, along with the senior administrative team. The City Commission is made up of five ward Commissioners and four Commissioners At-Large. The Mayor is directly elected, and the Vice-Mayor is selected by the Commissioners. Each serves a two-year, non-staggered term.

The City Manager is appointed by the City Commission, coordinates all City departments, and executes the programs and policies of the City Commission. The City Manager also makes recommendations to the Commission on programs and policies. The City Manager is supported by the Assistant City Manager for community and economic development, Communications Manager and eleven department heads, including the Fire Chief, Police Chief, Public Works Director, Revenue Services Director, City Clerk, Transit Director, Recreation Director, IT Director, Small Business Development, Airport Director, and Human Resources Director.



## DEMOGRAPHICS:

Land Area: **42.8** square miles

Median Age: **36.3**

Median Property Value: **\$86,500**

Median Household Income: **\$42,298**

Households: **20,813**

### Battle Creek Ethnicity:

White: 65.3%

African American: 17.6%

2+ (non-Hispanic): 5.57%

White and other (Hispanic) 6.02%

Asian: 3.56%

## OPPORTUNITIES

**APWA Accreditation:** The next Director will provide significant contributions toward the successful accreditation of the Department.

**Biosolid Composting:** The next Director will oversee the completion of a State Pilot Program creating compost out of biosolids.

**Lead Service Line Replacement:** The next Director will oversee the successful implementation of the City's 5-year lead service line replacement program.

**Team Building:** The next Director will have the opportunity to build an effective department management team that consists of ten talented division managers.

**Infrastructure Management and Oversight:** The Director oversees the maintenance and improvements of more than three hundred miles of roadways, water lines, and sanitary sewer lines.

## POSITION REQUIREMENTS

- Knowledge, skill, and development equivalent to graduation from a four-year college or university with a degree in civil engineering, public administration, or a related field.
- A Professional Engineer (PE) is preferred, but not required.
- A Master's Degree in Civil Engineering or Public Administration is preferred, but not required. The City will consider a combination of education and experience.
- Six (6) years of previous progressively responsible experience is required. Ten years is preferred.
- Familiarity with municipal public works management elements that includes engineering, water distribution and treatment, wastewater collection and treatment, field services, and fleet is preferred.
- Considerable knowledge of civil engineering principles, practices, and methods in a municipal setting.
- Knowledge of the principles and practices of supervisory management and positive employee relations.
- Familiarity with Microsoft Office Suite and Google Platform.
- Ability to express ideas on technical subjects clearly and concisely, including public presentations to Elected Officials and other stakeholders.



## IDEAL CANDIDATE

In addition to the minimum qualifications, the City hopes to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- Team Building
- Negotiations
- Budgeting
- Labor Relations
- Policy Development
- Strategic Planning
- Board Relations
- Intergovernmental Agreements Administration and Oversight
- Water Utilities
- Sanitary Sewer Utilities
- Facility Management
- Streets and Sidewalks
- Collective Bargaining

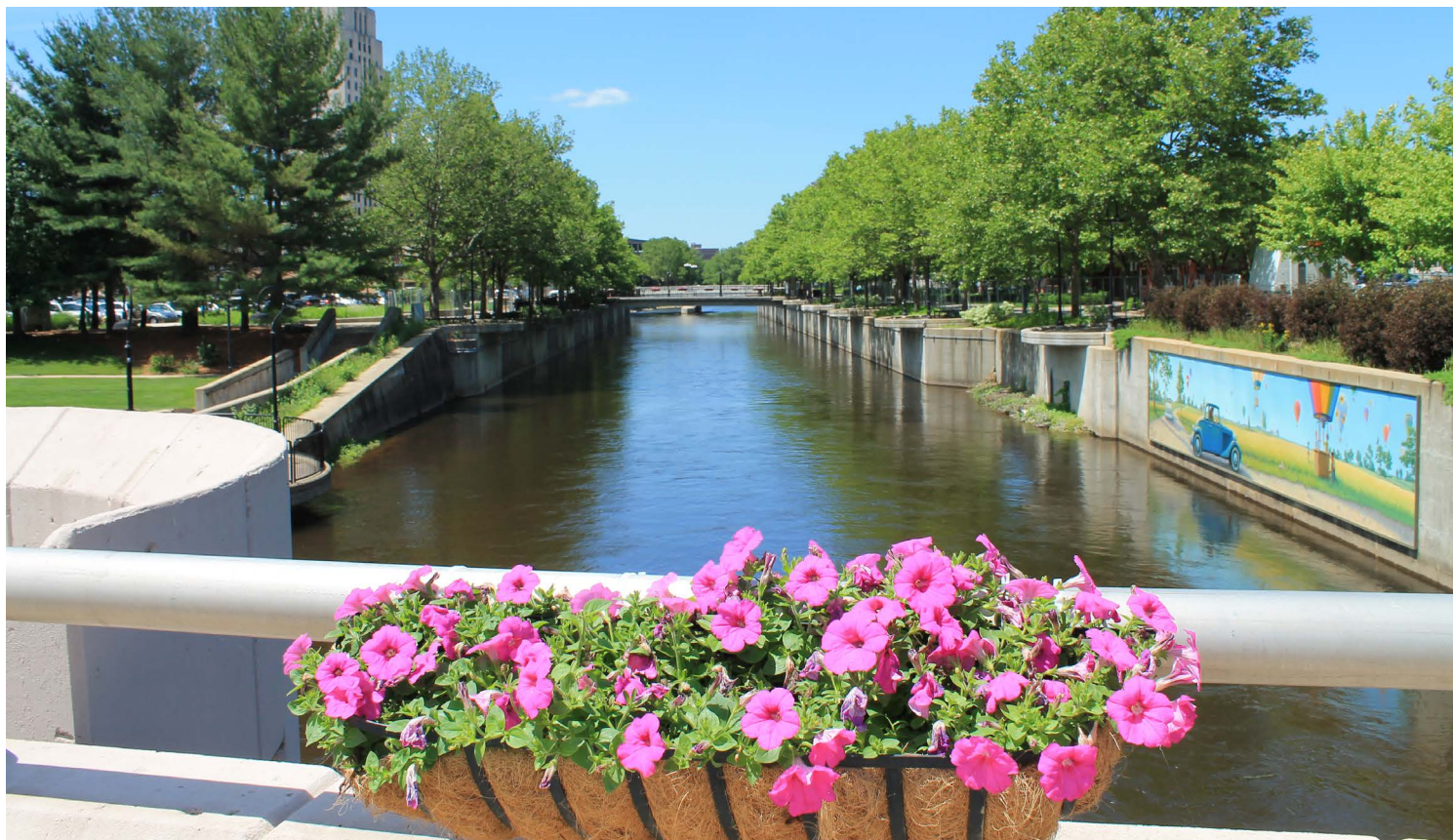
In addition to the technical proficiencies listed, the preferred candidate will have the following personal attributes:

- Good people skills
- Collaborative
- Diplomatic
- Organized
- Articulate
- Relationship Builder
- Visionary
- Approachable

## SUCCESS

The City Manager described what success looks like for the next Director:

- Able to work with and build relationships with different personalities
- Sees connections between departments and works together to achieve set goals.
- Able to manage a complicated budget and understands its implications and relation to the overall city budget as well as impact to the customer.
- A collaborative leader who listens to understand different perspectives
- A proactive leader that can look ahead
- Able to lead the team and delegate
- Able to collaborate with elected officials and intergovernmental partners



## COMPENSATION AND BENEFITS

The anticipated starting salary range is between \$112,984 and \$125,000 + or – based upon education and previous experience. This is a full-time, exempt position with the City of Battle Creek. The City offers an extremely competitive and comprehensive benefits package that includes, but is not limited to, a fully defined benefit pension plan, a 3% match on a 457 Plan, 100% Paid Dental Plan, health insurance that includes family coverage, vision and life insurance options, 4 weeks of paid time off beginning Day 1, 13 paid holidays, education incentives and access to a City Vehicle.

## HOW TO APPLY

Interested Candidates should apply immediately online with a resume, cover letter and contact information for five professional references. This position will be open until filled. The City will be considering each resume as they are received. Electronic submissions are required.

Apply at: [www.GOVHRjobs.com](http://www.GOVHRjobs.com)

For questions contact:

Jim Arndt, Vice President GovHR USA

Tel: 217-500-0770

*The City of Battle Creek is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.*