

# CITY ENGINEER

SOUTH MILWAUKEE, WISCONSIN



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## EXECUTIVE RECRUITMENT

# CITY ENGINEER

## CITY OF SOUTH MILWAUKEE, WISCONSIN

### THE POSITION IN BRIEF

The City Engineer is a key member of the City's management team in a financially stable organization and reports to the City Administrator. The City Engineer supervises the City's engineering work by designing and planning engineering projects, managing public works construction, and conducting applicable studies.

### THE COMMUNITY

Founded in 1897 as a manufacturing town and reinventing itself to one with more diverse housing, retail, and commercial enterprises, South Milwaukee (pop. 20,517), is located in the greater Milwaukee area along the shores of Lake Michigan. The City offers affordable living and easy access to the metro area's recreational and cultural activities. [General Mitchell International Airport](#) is within a 10-minute drive from the city, and Interstates 43 and 94 are nearby.

The community itself offers numerous opportunities to enjoy the outdoors with its abundant parkland, a recreation center, and an active recreation department. Grant Park, in the eastern portion of the city, is home to bike and walking trails, tennis courts, a swimming beach, and the oldest 18-hole golf course in Milwaukee County.



South Milwaukee is also known for a unique landmark in the heart of its downtown: the [Crusher Statue](#). Dedicated to South Milwaukee's favorite son, former professional wrestler Reggie "Da Crusher" Lisowski, the statue is a one-of-a-kind attraction that draws tourists from all over the country.

[South Milwaukee's Performing Arts Center](#), built in 2005, hosts a variety of entertainment options throughout the year. The grand opening of a new [park downtown](#) is scheduled this spring, with the space anticipating to complement events already operating such as the [downtown market](#), the festival of trees, and the annual [Crusherfest](#). The city's biggest event, July's [Heritage Days](#), offers the community a chance to celebrate South Milwaukee's rich history, and features concerts, a parade, and children's activities. Though South Milwaukee has a small-town feel, it offers amenities such as numerous pubs and restaurants ranging from national and regional chains to family-owned small businesses.







With South Milwaukee's close proximity to the City of Milwaukee, there are all kinds of opportunities for fun and culture. Milwaukee is home to professional baseball and basketball franchises as well as a minor league hockey team. For college sports fans, Marquette University, and the University of Wisconsin – Milwaukee offer D-1 athletics. Additional family fun options include a [zoo](#), [symphony orchestra](#), [professional ballet company](#), numerous theatre companies, and respected museums. Milwaukee also has a thriving concert scene, and a growing number of great restaurants, food trucks, and food halls, as well as a popular public market.

Milwaukee is known for being a city of festivals, with cultural and ethnic festivals taking place throughout the summer, as well as [Summerfest](#), the world's largest music festival. Winter sports are very popular in the Midwest and South Milwaukee is situated with access to many opportunities to ski, ice-skate, snowmobile, and more. [Petit National Ice Center](#) in Milwaukee is an official U.S. Olympic Training Center for speed skating. In addition to the winter activities there is sport fishing on Lake Michigan as well as thousands of lakes throughout Wisconsin. Hunting, camping, hiking, and more are all within easy reach of South Milwaukee.

The [School District of South Milwaukee](#) is comprised of four elementary schools serving students in grades 4K-5, a middle school serving grades 6-8, and a high school serving grades 9-12. As for access to higher education, the Milwaukee area and the state of Wisconsin are home to many world-class colleges, universities, and technical schools.







# SOUTH MILWAUKEE CITY OF MUNICIPAL BUILDING

## CITY GOVERNMENT AND THE CITY ENGINEER

The City of South Milwaukee is an independent, full-service municipality governed by a Mayor elected at large, and an eight-member Common Council, with two Alderpersons elected from each of four districts. All [elected officials](#) run for three-year terms. The Mayor serves as the City's chief executive officer. The Common Council, through standing committees, provides policy oversight of City activities, services, and programs.

The [City Administrator](#) is responsible for administering the day-to-day operations of the City, providing leadership and direction to the City's management staff. The city provides key services through the Fire, Police, Administration, Engineering, Inspection, Library, Municipal Court, Treasurer, Clerk, Health, Water/Wastewater, and Street Departments.

The City Engineer and the Engineering Department prepare construction plans, estimate proposed project costs, and prepare contracts and specifications for street improvements, public utility installations and various other public works projects. They maintain and update city maps (zoning, land use, traffic, etc.), review land subdivision plats and certified survey maps, plan street and alley lighting, inspect public works construction, manage GIS, the City's storm water utility, and oversees road projects.

The City Engineer works closely with the City's Street Department, economic and community development efforts, and the City's wastewater and water utilities.

The City Engineer is responsible for managing a division of one and a half full-time equivalent employees and overseeing approximately \$1.4 million in operating and stormwater utility budgets; the City Engineer also manages more than \$5 million in biennial capital improvement programming.

Depending on the candidate's experience, the City will consider combining this position and creating a City Engineer/Director of Public Works position.



## CHALLENGES AND OPPORTUNITIES

The City Engineer can expect to work closely with the City Administrator and the City's management team on the following:

- Continued management of the construction of streets, stormwater, facilities, and other projects.
- Management of a five-year capital improvement plan that is supported by the community and Common Council, including an annual road improvement program.
- Work with a highly collaborative and professional executive staff that works together to solve complex problems.
- Assist in on-boarding and educating newer staff that support engineering's efforts.
- Work to contain costs on capital projects as prices increase and interest rates rise.
- Assist in identifying the maintenance and replacement needs of capital infrastructure in an urban environment.
- Seek ways to improve internal documentation that systematically catalogues the department's decisions and methods and establishes processes that serve the public in a consistent and contemporary fashion.
- Establish high-level cross-communication avenues that maximize internal work flows and decision-making.
- Identify and implement best practices that will enhance the City's engineering efforts serving both internal and external stakeholders.







## CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified by the City's management team as important skills and abilities for candidates to possess and demonstrate.

### EDUCATION AND EXPERIENCE

- A Bachelor's degree in civil engineering or related field.
- Registration as a P.E. in Wisconsin, or ability to attain such within the first year of employment.
- At least three – five years of previous professional civil engineering experience in a municipal or related setting, including at least two years of utilities experience; work in preparing budgets; or any equivalent combination of education and experience. Candidates below the education and experience threshold may be considered as the City is open to providing additional training and mentoring.
- Have experience in creating an environment of trust, integrity, and collaboration where employees respect one another and where the Department consistently functions at a high level of customer service.
- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
- Have successful experience in collaborating and interacting with other internal organizational units.
- Have experience with external organizations in a constructive, cooperative, and mutually supportive manner, while representing the City's interests tactfully and firmly.
- Have the ability to make effective presentations before the Common Council; possess strong public relations experience and have excellent writing skills.

### MANAGEMENT STYLE AND PERSONAL TRAITS

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a clear and concise communicator. Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
- Be creative in solving problems, encouraging others to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.
- Be skilled at keeping the City Administrator, Mayor and Common Council apprised of major activities and operations of the Department in a consistent and timely manner, passing on both "good news and bad news" in a tactful, self-confident, and professional manner.



## COMPENSATION AND BENEFITS AND WORK CULTURE

A starting salary of \$103,000 - \$133,000 +/- DOQ, plus exceptional benefits, are offered including participation in the [Wisconsin Retirement System \(WRS\)](#).

The next City Engineer will join a management team that enjoys long tenure with the City, a relaxed atmosphere, and a highly-productive work environment. The elected officials have a high degree of confidence in the staff's work, and the city's goals on economic development and service delivery expectations are clear.

## HOW TO APPLY

Candidates should apply by February 9, 2024, with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The City is an Equal Opportunity Employer.

