



MGT

**DIRECTOR OF
PUBLIC WORKS
WESTMINSTER, MARYLAND**

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THE COMMUNITY

Founded in 1764 and incorporated in 1818, Westminister is a historic, picturesque community conveniently located near the capitals of both Maryland and Pennsylvania, and Washington, D.C. The City is 35 miles northwest of Baltimore, 60 miles south of Harrisburg, and 56 miles north of Washington D.C. Westminister serves as the county seat and is located in the center of Carroll County.

Westminister is known for having the longest continuously running Memorial Day Parade dating back to 1868, the first location in the country to offer free rural postal delivery service, and as the birthplace of R. Sargent Shriver, Jr., the first director of the Peace Corps.

Today, at an estimated 2023 population of 20,536, Westminister maintains a small-town appeal and high quality of life and has been recognized for its livability and family-friendliness. The City is home to McDaniel College founded in 1867. Its five top employers are the Carroll County Public Schools, McDaniel College, Carroll County, Carroll Lutheran Village, and General Dynamics Robotic Systems.

Westminister is the proud host of a variety of events throughout the year including Miracle on Main Street, Fallfest, Flower and Jazz Festival, Beer and BBQ Fest, and Art in the Park, as well as several themed strolls along Main Steet. It is known for its art-related businesses and has many artists living in the community.





A snapshot of the Westminster demographics and amenities (Source: U.S. Census, ACS 2018)

Land area – 6.64 square miles

Population – 20,536, estimated, 2023

Housing Units – 8,288

Owner Occupied – 4,306

Renter Occupied – 3,702

Family Households – 4,848

Average Household Size – 2

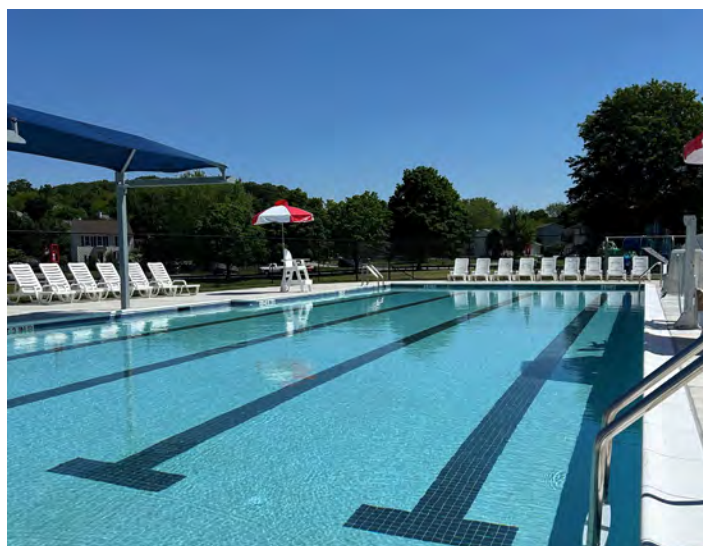
Median Home Value – \$433,317

Average Home Value – \$ 444,648

Median Household Income – \$71,286

Average Household Income – \$93,525

- Parks and recreational facilities include:
 - [Family Fitness Center](#) and Longwell Center are housed in the historic Armory along with the Recreation and Parks administrative offices. This is a full-service health and wellness center for all ages.
 - Parks- The city has 14 parks totaling 50 square miles. Nine parks have play equipment for Pre-K and school-age children. Other resources in the parks include four multi-purpose fields, four basketball courts, seven tennis courts, climbing boulders, six pavilions, two plazas, and a skate park. [Facilities • Westminster City Park Playground & Fields](#)
 - Pool - The Westminster Municipal Pool is open Memorial Day through Labor Day when Carroll County Public Schools are not in session.
 - Trail - The city has a walking trail about two miles long that runs from Uniontown Road to Long Valley Road. [Facilities • Wakefield Valley Community Trail](#)
- Education, Arts and History:
 - [McDaniel College](#) – a private, liberal arts and sciences institution founded in 1867, is located in Westminster, and has more than 3,000 undergraduate and graduate students.
 - The City is also home to the [Carroll Arts Center](#) and the [Historical Society of Carroll County](#).
 - The [Carroll County Public School System](#) consistently ranks as one of the best in Maryland.





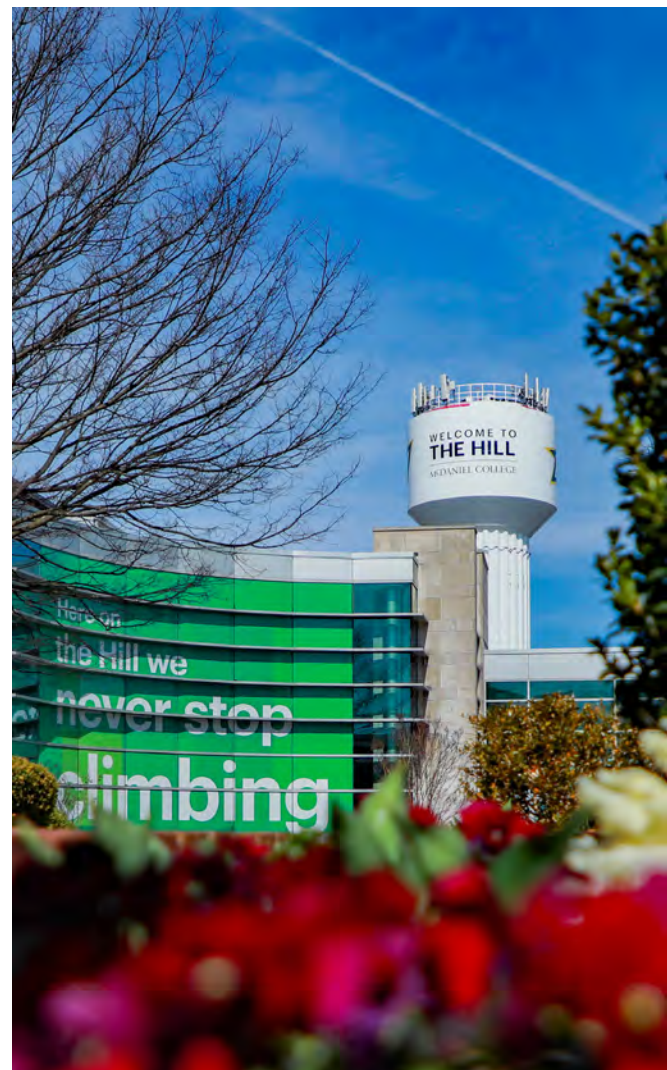
WESTMINSTER'S VISION STATEMENT

Westminster is a safe, healthy, and engaged community where new ideas and sustainable innovation enhance the community's quality of life and create economic opportunity for today's residents and for future generations.

CITY GOVERNMENT

According to the City's [Charter](#) the executive branch consists of a Mayor and five members of the Common Council all elected to four-year staggered terms. In 2006, the Mayor and Common Council established the position of City Administrator. The City Administrator serves as the City's Chief Administrative Officer and has general supervision over all department directors of the City. The City Administrator implements the policies and priorities of the Mayor and Common Council while managing the day-to-day operations of the entire City government.

Westminster is a full-service municipality including public safety, public works, recreation and parks, water, sewer and data-fiber utilities, community development and planning, housing, HR, IT, finance, and administrative services. The City has a workforce of full-time employees, plus part-time and seasonal employees. The department directors are hired by the Common Council, relying on the City Administrator's recommendations.



PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for a variety of essential services that help maintain and enhance the city's infrastructure. Key responsibilities include:

ENGINEERING

Engineering is responsible for city capital projects and the inspection of development infrastructure that will become part of the inventory to be operated and maintained at taxpayer expense.

STREET MAINTENANCE

Within the city's 5.5 square mile corporate limits, the Street Department maintains over 54 miles of city streets, more than 10 parks and hundreds of acres of open space and provides bulk solid waste and yard waste pick-up and related collection services to nearly 5,000 households in Westminster.

UTILITY MAINTENANCE

The city's Utility Maintenance Department is responsible for the operation and maintenance of the Water Distribution System and Wastewater Collection System. Services include repairing water leaks, eliminating sewer blockages, locating and marking lines, reading and maintenance of 9100 water meters in the system.

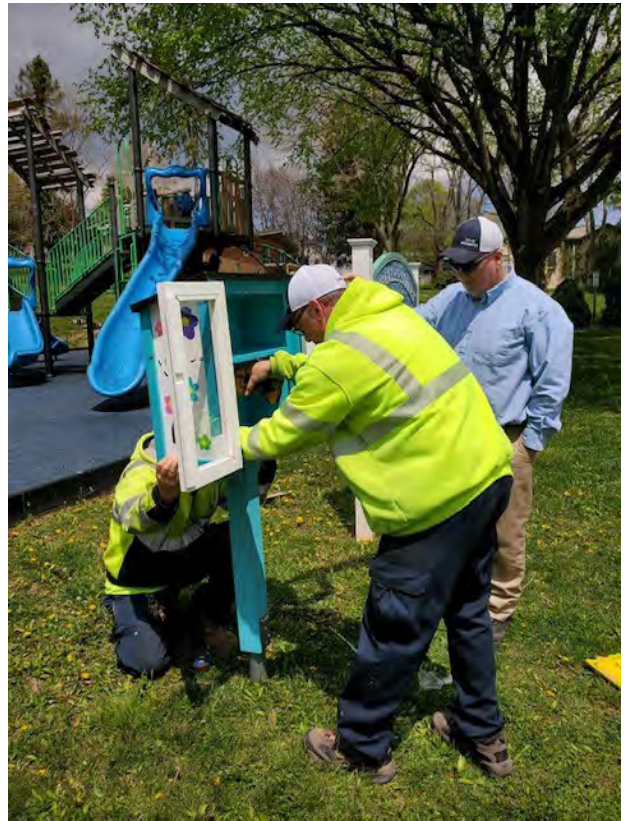
WASTEWATER TREATMENT

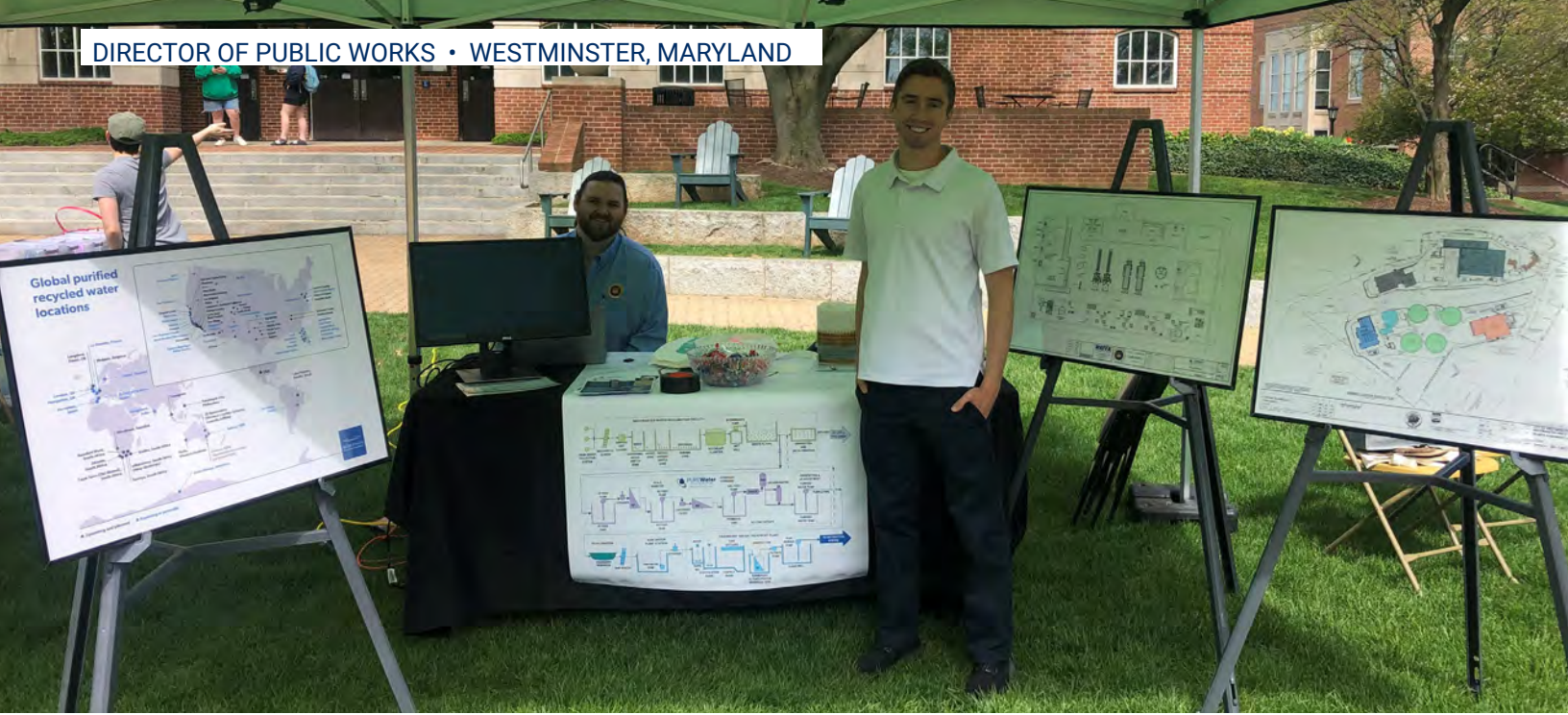
The Wastewater Treatment Plant is responsible for the operation and maintenance of an

advanced level treatment system utilizing Enhanced Nutrient Removal technology. Currently the treatment process removes 98% of the pollutants in the raw wastewater. This division will also operate the City's new water reuse facility, which is currently under construction.

WATER TREATMENT

The City of Westminster owns and operates two community water systems serving the city and areas beyond the corporate limits. The existing and planned service area is located in central Carroll County and covers approximately 8,097 acres. The city's new multimillion-dollar state-of-the-art facility, Cranberry Water Treatment Plant, is the first to use membrane technology in the state of Maryland.





POSITION SUMMARY

The Director of Public Works is an integral part of Westminster's management team. Reporting directly to the City Administrator, The Director will oversee the efficient and effective delivery of essential public services, with a direct impact on the quality of life for City residents. The next Director must have a demonstrated track record in project management, leadership, staff development and excellent interpersonal skills. Candidates should possess strong and creative problem-solving skills, as well as a desire to work in a collegial, team-oriented environment.

ESSENTIAL FUNCTIONS

- Ensures the safe and efficient operation of the Street, Utilities Maintenance, Wastewater Treatment, and Water Treatment departments.
- Provides management and oversight of departmental capital projects, including associated procurement and construction activities.
- Possesses the desire to work collaboratively in the delivery of City services.
- Maintains comprehensive knowledge of municipal public works functions and administration.
- Exceptional communication and leadership skills, with the ability to effectively interact with city officials, staff, and the public.
- Keeps up to date with innovative public works management solutions and effective analysis methods.
- Demonstrates excellent verbal and written communication skills and maintains effective public relations.

EDUCATION AND EXPERIENCE

- A bachelor's degree in civil engineering or a related field.
- Eight (8) years of progressively responsible experience in public works management, construction, or a related field; or any equivalent combination of education, training, and related experience.
- Experience in water/wastewater treatment strongly preferred.
- At least five (5) years of supervisory experience.

MANAGERIAL STYLE

- Be a clear, concise and strong communicator. Be able to present complex technical information to any audience in a manner that is understandable.
- 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 a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, and inspire the trust and confidence of co-workers, elected and appointed officials, as well as the general public.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions. Be able to employ diplomacy under pressure.
- Skilled at keeping the City Administrator apprised of major activities and operations of the department in a consistent and timely manner.
- Extensive knowledge of the principles, practices, design, and construction of public services, utilities, and other structures.

COMPENSATION AND BENEFITS

The expected hiring range for the position is \$120,000 – \$140,000 DOQ. The city provides a comprehensive benefits package.

HOW TO APPLY

Interested candidates should apply online by Monday, March 3, 2025 at www.GovHRjobs.com with resume, cover letter and contact information for five work-related references to the attention of Rachel Glisper, MGT Approved Independent Recruiter, Tel: 339-222-6963. Westminster, MD is an Equal Opportunity Employer.

The City of Westminster is an affirmative action/equal opportunity employer who is actively seeking a diverse applicant pool and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

