



DIRECTOR OF PUBLIC WORKS

Location: Greendale, Indiana

Reports to: Mayor

Full/Part Time: Full Time

Wage: \$80,000-\$90,000

The City of Greendale is seeking a dedicated and experienced **Director of Public Works** to oversee and enhance our civil city operations. This leadership role requires a proactive individual with a strong commitment to community service and effective management.

Key Responsibilities:

- Attend legislative meetings and advise on public works initiatives.
- Recruit and recommend hiring of civil city employees, ensuring compliance with employment laws and fair practices.
- Manage civil city projects and day-to-day operations across multiple departments, including Sanitation, Streets, MS4 Utility, and Parks & Recreation.
- Prepare and submit budget estimates, execute contracts, and oversee procurement processes.
- Foster inter-departmental coordination and maintain positive relationships with stakeholders.
- Ensure the maintenance and sustainability of city-owned properties and infrastructure.
- Serve as Floodplain Manager and ADA/Accessibility Coordinator, implementing compliance programs.
- Represent City at local and regional board meetings upon request.
- Collaborate closely with engineers and other professionals to ensure that projects are completed on time and within budget.
- Responsible for proper maintenance of records, maps, plats, building records or any records pertaining to “job duties” and civil city projects
- Report to the Mayor and Board of Public Works on city affairs and improvements.
- Responsible for completing other duties as assigned, including emergency “call-out” duty if required;

Qualifications:

- Proven leadership experience in public works or a related field.
- Strong knowledge of municipal operations and relevant statutes.
- Excellent communication and interpersonal skills.

Education and Experience Requirements:

- Bachelor’s Degree in civil engineering, public administration, or related field.
- Minimum of 5 years of experience in public works management or related field.
- Ability to develop and implement strategic plans.

Join us in making a positive impact on our community! To apply, please submit your resume and cover letter to clerktreasurer@cityofgreendale.net.

The City of Greendale is an Equal Opportunity Employer.