

# CITY OF BOWIE

## Assistant Director, Public Works

**THE CANDIDATE:** The City of Bowie is seeking a proven and experienced professional to serve as its Assistant Director of Public Works. The successful candidate should have a background in public works operations, project and/or construction management, and engineering. This individual must be a skilled problem solver with the ability to communicate effectively with employees at all levels of the organization, as well as City residents. This person should have substantial experience and demonstrable ability to effectively supervise subordinate staff, and guide them in providing consistently excellent performance.

The Assistant Director of Public Works should have a bachelor's degree in Civil Engineering, Industrial Engineering, Architecture, Environmental Management, Construction Management or a closely related field. A professional engineer's license (PE) and/or Project Management Professional certification (PMP) are desirable but not required. Additionally, the successful candidate should have two to four years' experience in Public Works, Civil Engineering, Automotive Engineering, Water Utility Management, Project Management or related work. Experience in Aviation Maintenance Management, Truck Maintenance Management, and Building Maintenance Management should be reasonably transferrable. Must have substantial and meaningful leadership/supervisory experiences.

**The successful applicant will also possess the following attributes:**

- Knowledge of civil engineering and construction principles, practices, and methods;
- Knowledge of vehicle maintenance management,
- Knowledge of construction management and street & sidewalk maintenance,
- Knowledge of engineering techniques associated with water system utility,
- Demonstrated skill in resolving public works issues with contractors and citizens
- Ability to provide strong and effective leadership to departmental staff and operation
- Excellent project management skills
- Excellent written and verbal communication skills

**THE POSITION:**

Reporting to the Director of Public Works, responsibilities of this position will include, but not be limited to:

- Directly supervising the engineering division, the Public Works inspectors, and the vehicle maintenance divisions within the Public Works Department.
- Implementing the design review, permitting, and inspection process for private development projects.
- Managing and supervising both staff and contract personnel others in various design and construction projects.
- Developing and overseeing the development of construction documents, scopes of work, scopes of service, and other required documents for contracting construction, maintenance and repair, and professional architectural and engineering services.
- Implement inspection and maintenance procedures to ensure the City's compliance with the Municipal Separate Storm Sewer System (Phase II) permit.
- Assist the Director in the management and administration of the Public Works Department.
- Serve in key incident managerial positions during City emergency events.

### **THE PUBLIC WORKS DEPARTMENT**

With an operating budget of approximately \$32 million and consisting of seven operating divisions with over 140 FTEs, the Public Works Department provides services including street maintenance; water and wastewater treatment; maintenance of the City's water and sewer distribution system; stormwater management, refuse and recycling collection; fleet maintenance, and a myriad of capital improvement projects consisting of improvements to facilities including buildings and parks.

### **THE CITY**

Founded in 1870, and incorporated as a town in 1916, Bowie has grown from a small railroad stop to the largest municipality in Prince George's County, and the fifth largest city in the State of Maryland, with an estimated population of 57,644. The town was first called Huntington City, though its train station was named in honor of local resident, Governor Oden Bowie, president of the Baltimore and Potomac Railroad. The town was subsequently re-chartered as Bowie.

Today the City of Bowie Government consists of a staff of over 400 hardworking employees in a variety of skilled, non-skilled, administrative, public safety, and professional disciplines. The City boasts of a pleasant working environment and goal-oriented culture. This is reflected in the City's consistently high employee retention rate, and consistency in achieving organizational objectives.

The City offers competitive salaries and a robust menu of employee benefits, including medical, dental, vision, life, and long-term care insurance, as well as a 401(K) with employer match, and a 457 savings plan. To optimize employee work/life balance, many positions include telework and flexible scheduling options.

**SALARY: \$122,000 – \$137,000 *DEPENDING ON QUALIFICATIONS***

**\* *COVID-19 VACCINATION REQUIRED IN ORDER TO QUALIFY FOR THIS POSITION***

**HOW TO APPLY: PLEASE VISIT THE CITY’S WEBSITE AT: [WWW.CITYOFBOWIE.ORG](http://WWW.CITYOFBOWIE.ORG) AND  
CLICK ON THE EMPLOYMENT LINK.**

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

***The City of Bowie is proud to be an Equal Employment Opportunity Employer***

*The City of Bowie is a drug and alcohol-testing employer*