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CITY OF CENTRALIA

MISSOURI

Director of Public Works & Utilities

Recruitment Package

APPLICATION REVIEW: Ongoing
INTERVIEWS TO BEGIN: June 13, 2022

The City of Centralia is an Equal
Opportunity Employer



www.centraliamo.org



Centralia, Missouri



Located in central Missouri, the City of Centralia seeks a Director of Public Works & Public Utilities to lead three City Departments: Water & Sewer Dept., Electric Dept., and Street & Sanitation Dept. These departments have a total of 14 employees and annual budgets of \$1.7M, \$3.86M, \$1.3M respectively.

Reporting directly to the City Administrator, the Director of Public Works & Public Utilities oversees day-to-day operations of the Public Works and Utilities Department Foremen, advises staff, Board of Aldermen, and the Public Works & Utilities Committee on present and future project.

The City offers a safe place to work and live, and Centralia's community possesses a supportive spirit that will help make it easy for the next Director of Public Works & Public Utilities to become fully involved and ingrained into the community.

Apply by sending a cover letter, resume, and qualifications to Tara Strain, City Clerk via email to tara@centraliamo.org or by mail or in person to Centralia City Hall, 114 S. Rollins, Centralia, MO 65240.

Minimum Qualifications



Any combination of education, training, and direct experience providing for the following knowledge, skills, and abilities may be considered

Education and Experience:

Graduation from an accredited university with a bachelor's degree in Public Administration, Planning, Engineering or similar degree; a combination of education and experience will be considered.

Minimum of five (5) years upper management level supervisory experience, preferably in a public works and/or public utilities setting.

Valid Missouri Driver's License, Class F or above, and a good driving record.

Necessary Knowledge, Skills, and Abilities:

Comprehensive knowledge of construction and maintenance methods, materials, and equipment as employed in Public Works & Utilities activities.

Ensure compliance with all federal, state, and city regulation pertaining to public works.

Knowledge of public works and utilities project planning, development, and construction.

Ability to read and interpret blueprints and construction plans for street and right-of-way construction.

Must demonstrate a superior work ethic.

Ability to delegate and distribute personnel, and to review the work of various operating divisions, ability to establish and maintain effective working relationships with City officials, employees, and officials of other governmental bodies.

Ability to meet and work with contractors, engineering firms, suppliers, and the general public.

Demonstrated ability to express ideas clearly and concisely through written and oral communications. Demonstrated ability to operate required equipment.

Excellent health and physical condition to permit often-strenuous work under varying weather conditions.

Demonstrated ability to understand and accurately follow oral and written instructions.

Excellent work history and attendance record.

Ability to lift at least 20 pounds.

Essential Duties

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

Fleet Management: The Director of Public Works and Public Utilities manages fleet maintenance operations for the Water & Sewer Department, the Street & Sanitation Department, and the Electric Department and oversee the maintenance of all City infrastructure.

Project Management: The Director of Public Works and Public Utilities participates in the formulation, design, and inspection of public works and utilities projects and the administration of contracts relating to the construction of such projects or the provision of public works and utility services.

Permitting & Inquiries: The Director of Public Works and Public Utilities conducts inspections as related to building permit applications, including setback requirements. In addition, this person will inspect lots for demolition, street excavation sites, or other permitted actions for completion and compliance with City regulations. He/She will be required to respond to various public inquiries and offer solutions.

Reporting: The Director of Public Works will prepare monthly operating reports for the City Administrator for submission to the Board of Aldermen for the Public Works & Public Utilities Committee meeting.

Judgment and Situational Reasoning Ability

- Knowledge of the principles and practices of public administration, including budgeting, program planning/development, project management, and employee training and supervision.
- Knowledge of public works and municipal utility operations.
- Knowledge of management principles as related to overseeing a diverse department.
- Knowledge of Centralia City Code regarding public works functions/activities.

Environmental Adaptability

- Skill in managing multi projects and tasks concurrently.
 - Skill in interpreting complex public works-oriented engineering designs, drawings, plans, and regulations.
 - Skill in evaluating complex public works-oriented engineering designs, drawings, and plans to ensure compliance with established project specifications and engineering standards.
- Skill in planning, organizing, actuating, directing and control of a municipal public works program

Physical Requirements

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, and telephones.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.



Compensation and Benefits

The Mayor and Board of Aldermen are committed to providing a base salary and benefits package competitive with similar size cities in the region and commensurate with experience and education. The salary range for this position is \$58,000 to \$73,000, depending on qualifications and experience. The City provides an excellent benefits package including, but not limited to:

RETIREMENT: Defined benefit retirement plan with Missouri LAGERS (Local Area Government Employee Retirement System). Our benefit program L-7, non-contributory with Rule of 80, includes a vesting period of 5 years with age eligibility for commissioned officers at age 55.

PAID HOLIDAYS: 10 paid holidays and two personal "floating" holidays per year with possible additional vacation time with the Wellness Incentive Program

VACATION: Accrual of 120 hours annual with incremental increases based on years of service, with maximum accrual of 240 hours.

SICK LEAVE: Accrual of 64 hours annually, to maximum accrual of 800 hours.

HEALTH INSURANCE: City of Centralia employees and dependents are provided health coverage through Missouri Intergovernmental Risk Management Association Health (MIRMA Health). 100% City-funded for employees and the employee's dependent child(ren). 50% City-funded for employee's spouse if coverage is not offered by spouse's own employer.

HEALTH SAVINGS ACCOUNT: Employees may choose a high deductible health insurance plan and receive a monthly benefit deposited into their health savings account.

DENTAL/VISION INSURANCE: City of Centralia employees and families are provided dental and vision insurance through United Health Care that is 100% City-funded.

LIFE AND ACCIDENTAL DEATH: 100% City-funded life and accidental death and dismemberment insurance.



VOLUNTARY INSURANCES: Optional voluntary ancillary insurances including short-term disability, vision, cancer, life, and accident offered via payroll deduction.

RETIREMENT PLAN ADVISORS: Access to independent investment / retirement financial planning advisors.

EMPLOYEE ASSISTANCE: 100% City-funded comprehensive Employee Assistance Program.

OTHER ANCILLARY BENEFITS: Access to City-owned gun range, counseling services, and contracted use of an approved department vehicle.

APPLICATION PROCESS

Applications and supporting documents are accepted the following ways:

- **Online:** City of Centralia Employment Application (jotform.com)
- **Email:** tara@centraliamo.org
- **Mail:** City of Centralia
114 S. Rollins Street
Centralia, MO 65240

Deadline for application submission is June 13, 2022

About the Public Works & Utilities Department

<https://www.centraliamo.org/publicworks-utilities>

WATER & SEWER UTILITIES:

The Water Dept. has three principal components: water supply, treatment facilities, and distribution system. The water distribution system is generally in good condition. The water treatment plant, constructed in 1981, is in physically good condition in regards to the concrete basins and buildings, and is scheduled for a complete renovation in 2020. The treatment plant capacity is 1.2 million gallons per day (mgd). On a peak day, the plant operates at approximately 60% of the design capacity. The system has sufficient capacity and water pressure to maintain an ISO 5 rating.

The City of Centralia sewer system has a gravity flow system which transmits raw wastewater to two different two-cell lagoons. The main purpose of this department is to maintain a smooth flow of wastewater through mains, prohibit blockages which affect the customer service, and to meet the DNR rules and guidelines for effluent treatment. This system also has the ability to pump treated wastewater to farmer's ponds for irrigation on agricultural croplands.



ELECTRIC UTILITY:

The City electric utility has distribution facilities sufficient to meet the needs of population growth for the next two decades. The City has multi-year contracts for wholesale power supply and an allocated share of 2 megawatts available from the Prairie State Energy Campus to guarantee its base load needs. The system has two substations, allowing for redundancy of power delivery. Extension of electric lines to new areas of development is performed by existing department personnel. The City also maintains a designated reserve fund sufficient to fund replacement vehicular equipment or lines damaged by a large-scale event. Centralia participates in a mutual aid compact with other cities through the Missouri Public Utilities Alliance.

The City distributes power to approximately 2,100 customers in and around Centralia. Centralia's electric system is served by a 34.5kV transmission line owned and maintained by Ameren Missouri. The power is delivered to the substation on North Jefferson Street. The City also has a second substation at 510 W. Wilson St. that was put into service in November 2010. Both substation transformers are 10MVA units. The City distributes power through overhead and underground lines at a system voltage of 4160Y/2400 volts to the residential and commercial areas located in and around Centralia.

Present day-to-day operations include line maintenance and replacement and an ongoing effort to bury electric lines in areas that are hard to access, or susceptible to storm and tree damage. The City should consider prioritizing burial of feeder lines and main "electric line" corridors. The City is also working to add redundant circuits in order to minimize customer outages. Extending service out of the 600 amp circuits in the Wilson Street substation was a priority in 2018-2019 and was completed. In 2016, conduit was installed under both the Norfolk Southern and Kansas City Southern railroad tracks on the east and west ends of town.

The City is also responsible for maintaining streetlights. Energy efficiencies can be improved by retrofitting high pressure sodium lights with LED bulbs and fixtures, which the City implemented in 2018.

PUBLIC WORKS:

The present City of Centralia corporate area is 2.84 sq. miles (1,816 acres), including 33.7 miles of roadway. The Street Department is responsible for maintaining the roadways, sidewalks, and storm water for the City. Centralia's comprehensive plan, adopted in 2018, outlines a major street plan. Congestion, loss of time, and safety hazards are a drain on the economy of the community. It is essential that a community have a free and efficient pattern for the movement of all types of vehicles.



Centralia, Missouri

Prospective candidates will find Centralia to have a diverse blend of qualities that define our great community, with a population of 4,500 during the 2020 census.

Centralia is a vibrant and growing community located in Central Missouri in northeast Boone County, about 20 miles from Columbia. The town has a small town feel with quaint shops, local businesses, excellent school system, and immaculate parks. Local civic organizations are very active and engaged in our community, and the City's prospects present both exciting challenges and incredible opportunities for a Director of Public Works & Utilities.



Government:

The City of Centralia operates as a fourth class city and has since its incorporation in 1867. The City is served by a Mayor and a six-member Board of Aldermen. Two Aldermen are elected from each of the City's three wards and the Mayor is elected at-large. The Mayor presides over meetings of the Board of Aldermen. The City Administrator is appointed by the Mayor with consent of the Board of Aldermen as the chief administrative officer of the City. The Board of Aldermen set policy for the City and the City Administrator is responsible for administering this policy in the day-to-day activities of City operations.

Our History

Early Centralia

In 1853, North Missouri Railroad surveyors staked a line from St. Louis to Hudson City, later to be called Macon. Where the staked right-of-way crossed the old stage road of the Paris and Jefferson City Road, three men planned a town. These men – Middleton G. Singleton, Thomas January, and Hon. James S. Rollins – bought the land in May 1857, and laid out the first plat. Centralia derives its name from its midway position between the railroad's terminals of St. Louis and Ottumwa, Iowa.

Late in the fall of 1857, the first house was built. (The plat was not officially recorded until February 19, 1875 – after the Town of Centralia was incorporated on March 13, 1867.) The second building was a hotel, followed by a blacksmith shop, then more houses. By the end of the second year, Centralia had 25 dwellings, two stores, and a saloon. Then the railroad came to town and with it a post office.



The City served as a junction for railroad passengers transferring from the main lines to the spur railroad to Columbia. Thousands of college students regularly changed trains in Centralia on their journeys to and from the University of Missouri, Christian College, and Stephens College. The Norfolk and Western Railway (now Norfolk Southern Railroad) determined in the mid-1980s that it would abandon its spur to Columbia. To preserve access to coal for its electric power plant, the City of Columbia purchased the tracks and now operates the Columbia Terminal Railroad (COLT). COLT's switching of freight cars occurs in Centralia and a Trans-load center has been built in northern Columbia.

Fifty years after the first house was built in Centralia, the A. B. Chance Company was founded by its namesake (Albert Bishop Chance) in 1907. The subsequent 111 years of Centralia history was closely tied to the success of this business, that was the largest employer in Boone County for many years and remains the largest manufacturer in Boone County.

Our History - continued

A.B. Chance Company

A.B. Chance invented the first helical anchor for utility poles, the Never Creep Anchor, and that became the start of the company's success. By World War II, Chance Co. was manufacturing a wide variety of items used by the electric utility industry. Chance Co. required that its managers, engineers, and white-collar employees lived in the Centralia zip code. These employees were the civic, cultural, and religious leaders of the City. Centralia grew an economic base which would have otherwise dissipated to Columbia, Mexico, and Moberly.

Chance Company passed from father (A.B. Chance) to son F. Gano Chance in 1939. During the next 21 years with Gano Chance at the helm, Chance Co. built four additional factories in the U.S. A.B. Chance Co. developed an international reputation for quality and during the tenure of Gano Chance the company developed a very productive Research and Development operation in Centralia. The company remained locally owned and operated until it was sold to Emerson Electric in 1975. By this point A. B. Chance Co. had operations in several other countries and had exceeded \$100 million in sales. In 1987, then President Leif Lomo helped orchestrate a leveraged buyout that returned the company to private ownership with local control.

The company grew to 1,200 employees locally. Although some estimates say the peak employment, prior to the Emerson Electric purchase was as high as 1,600, this was the peak level of employment post 1975. Then in March 1994, A.B. Chance Co. was sold to the Hubbell Co, becoming a part of Hubbell Power Systems. The economic health and the population tracked somewhat along the lines of A. B. Chance employment numbers, at least through the twentieth century.

Despite being owned by Hubbell, the Chance name still has a major cachet in the electric distribution industry and a product line still bears the Chance name. Through most of the Twentieth Century, Centralia's economic health was intimately tied to Chance. The company's contributions of property and other taxes in addition to income from wages were crucial to support of local government. In the last decades, Centralia has become more a part of a regional economy—no longer just a company town. Improved highway routes facilitate commuting to and from Columbia. Centralians work for a great number of companies and Hubbell employees reside in a great number of other cities. However the values espoused by Albert Bishop Chance still influence the City's emphasis on educational attainment and self-reliance.



Our Education System

Centralia R-VI Schools

Public school systems are an integral part of any community. They serve as a meeting ground for both school and non-school activities and through their facilities and professional staff, offer resources that support and enrich community life. The quality of the school system in a community is often the deciding factor in securing new residents and sometimes a new industry or business. Centralia has long benefitted from an outstanding public school system. Residents are well aware of the advantage that this provides and have supported measures to improve school facilities and attract professional staff.



Education Attainment

The percentage of the overall Centralia population (25 years and over) with a Bachelor's degree or higher is at 19.8%. This number is roughly 7% lower than Missouri and 10% lower than the nation as a whole.

Subcommittee discussions have suggested that although young people in the community leave to pursue higher education, Centralia has had success at attracting some of these young people back to the community once their education is complete. It is evidence that Centralia is an appealing residential community to individuals migrating to the region for career opportunities in Columbia that would prefer to live in a smaller community.



The Centralia R-VI School District serves Centralia and the surrounding area of more than 200 square miles. The district stretches approximately 24 miles north to south and 16 miles east to west. Centralia R-VI is organized into four buildings: Chance Elementary, Pre-Kindergarten through 2nd grade; Centralia Intermediate School, 3rd grade through 5th grade; Chester Boren Middle School, 6th through 8th grade; and Centralia High School, 9th grade through 12th grade. The District also operates Champion Academy in a separate building.

Our Parks & Recreation

Centralia's expansive parks and recreation programs are exceptional for a community of our size. Centralia residents enjoy 716 acres of municipal public recreation areas including two ponds, a disc golf course, shelter houses, baseball/softball fields, an aquatics center, several neighborhood parks, tennis courts, a splash pad, fishing dock, recreation center, event venue, 9-hole golf course, driving range, and much more.



Overview

The Centralia Park Board consists of nine members who are appointed by the Mayor, and approved by the Board of Alderman to govern and maintain the park system.

Centralia's parks and play areas are considered a focus of the community. An over-all purpose of municipal recreational programs is to promote the use of existing facilities, both privately-owned and publicly-owned, including those of the school district and the State of Missouri, and to extend to each person within the community the appropriate venues and opportunities whereby that individual may participate, enjoy, and benefit from such opportunities during leisure hours. Providing for public recreation areas and playgrounds is commonly accepted as both a municipal service for a city's population, and also as an attraction to non-residents; thus an adjunct to economic development and tourism efforts.



Estimated Timeline for Director of Public Works & Utilities Recruitment and Appointment

May 20, 2022: Application Period Begins

May 23 - June 13, 2022: Resume & Qualification Review Period

June 14 - 17, 2022: Interview Period by Committee

June 20, 2022: Recommendation from City Administrator and Mayor to the Board of Alderman; Candidate notified of decision or Additional Interviews (if needed)

TBD: Appointment of Director of Public Works & Utilities by Mayor and Board of Aldermen