
Preston Public Utilities and the City of Preston
seek the position of a
Utility General Manager and Public Works
Director

General Duties: Serves as top-appointed official with overall responsibility to manage the administration and daily operations of Preston Public Utilities. Informs the Public Utilities Commission about municipal utility operations at regular and other meeting, providing sound information for decision-making purposes. Coordinates the administration of Commission-approved budget and policies. Serves as department head of public works. Oversees the operation, maintenance, and repair of City streets, storm sewer system, parks and swimming pool, cemetery, buildings, and grounds, the water treatment and distribution system, the wastewater treatment and collection system, power plant, and the electric distribution system. Serves in a primary role for construction projects including the development of capital improvement plans.

Salary Range: \$42.14 to \$57.88 for 2026; excellent benefits package offering health insurance coverage by Medica and UNUM Life Insurance and Delta Dental Insurance. The City of Preston also provides 13 paid holidays.

Minimum Qualifications: Minimum requirements are considerable knowledge and skill (equivalent to a Bachelor's Degree and five years experience) in areas such as budgeting and financial management, planning, board support, and supervision. Working knowledge of City departments including electric, water, sewer, streets, and parks. A valid Minnesota Class D driver's license. Certified pool operators license, class D water license, Minnesota Tree Inspector Certification or the ability to obtain in 1 year.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: Position is open until filled.

POSITION PACKET

View the full description at prestonmn.gov

SEND APPLICATION MATERIALS TO

Preston Public Utilities

GM Application

210 Fillmore ST W

PO Box 657

Preston MN 55965

Office: 507-765-2153

Email: preston@prestonmn.gov

GENERAL MANAGER/PUBLIC WORKS DIRECTOR

Position Title: General Manger/Public Works Director
Department: Public Utilities and Public Works
Supervisor's Title: Public Utilities Commission

Pay Grade: 12
FLSA Status: Exempt
Work Status: Full-time

Purpose

Serves as top-appointed official with overall responsibility to manage the administration and daily operations of the Preston Public Utilities. Informs the Public Utilities Commission about municipal utility operations at regular and other meetings, providing sound information for decision-making purposes. Coordinates the administration of Commission-approved budget and policies. Serves as department head of public works Oversees the operation, maintenance and repair of City streets, storm sewer system, parks and swimming pool, cemetery, buildings and grounds, the water treatment and distribution system, the wastewater treatment and collection system, power plant, and the electric distribution system. Serves in a primary role for construction projects including the development of capital improvement plans.

Organizational Relationships

Reports to: Public Utilities Commission

Communicates with: *Internally* - City Council, Public Utilities Commission, City Administrator, other department heads and City employees.

Externally - Other utility managers, public works directors and electric superintendents; county and state public works departments, various state agencies, business/civic/community groups, Utility customers, City residents and consulting engineers.

Supervises: All public utility and public works employees, including park maintenance and swimming pool staff.

ESSENTIAL FUNCTIONS

1. General Administration

- Regularly attends and participates in Commission meetings: oversees and participates in agenda/packet preparation; keeps the Commissioners informed of pertinent issues/concerns; and makes recommendations regarding various programs, projects and services.
- Co-signs, with the Commission Chair, all checks and legal documents, delegating authority to subordinate(s) as necessary.
- Serves as Utilities' principal liaison and regularly communicates with numerous outside entities and residents to keep informed about Utility activities, promote understanding of Utility policies, and respond to questions/concerns.
- Establishes and maintains good relationships with other governmental and non-governmental agencies to promote the Utilities' best interests; regularly interacts with legislators and local government leaders, state agency officials, and others.
- Regularly meets with and coordinates work of consultants and contractors.
- Keeps the City Council informed about pertinent matters through regular contact with the City Administrator, and meeting attendance as directed.
- Plans, organizes, directs, and reviews departmental operations: develops short- and long-term goals; develops and implements policies and procedures; evaluates department's efficiency and effectiveness.

GENERAL MANAGER/ PUBLIC WORKS DIRECTOR

- Represents assigned departments before various outside entities: meets with state officials to compliance issues; meets with county officials, contractors, and City staff to discuss projects; and responds to requests for information and complaints.
- Manages daily activities through regular contact with subordinate supervisors, employees and other City departments. Directs and reviews the work of contracted services.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Oversees maintenance on vehicles and other departmental equipment.
- Attends meetings and training events to maintain knowledge and skills.
- Codes bills for departmental purchases.
- Prepares sales tax reimbursement forms, new construction projects carried out through the year for auditors and utility records.
- Maintains various Utility records, file and documents, prepares certified copies as necessary.
- Prepares specifications for bids; issues call for bids and receives bids.
- Prepares and files monthly, quarterly and annual reports to state and federal agencies.
- Serves as the Utilities' member representative to the Southern Minnesota Municipal Power Agency.
- Serves and the Utilities' Delegate for Minnesota Municipal Utilities Association (MMUA) and the American Public Power Association (APPA)

2. Capital Improvements

- Researches the feasibility and costs of public works/utility projects and recommends actions; shares information with elected officials, the Utilities Commission and City Administrator, and relevant committees.
- Determines needs and develops plans and specifications for maintenance and repair of infrastructure including sidewalks, storm sewers and streets.
- Works with consulting Engineer to prepare, plan and specify bid documentation and contracts for building improvements and construction.
- Reviews maps and blueprints with the consulting Engineer as needed for projects. Oversees mapping and development, including mapping of public utilities.

3. Financial Management

- Oversees the preparation of the Utilities' operating and capital budgets; presents budget documents and financial reports to the Commission; and administers Commission-approved budget.
- Oversees the rate setting process for the electric, water and sewer departments
- Manages cash flow and investments by ensuring compliance with state laws and Utilities policies.
- Serves as the Utilities' Personnel Officer: maintains personnel records; maintains/administers employee pay and benefits; and supports the Utilities' collective bargaining process.
- Oversees the Utilities data privacy practices to ensure private and public data is correctly handled.
- Provides information to the City Administrator for Public Works budget development including preparing estimates of cost for materials, staff, capital purchases, and contracted work.
- Develops and recommends major capital expenditure proposals as determined appropriate based on needs of the department; prepares bid requests and requests for proposal.
- Monitors expenditures, determines appropriate inventory levels, and oversees the use of materials and supplies. Oversees record keeping system.

4. Supervision of Employees

- Undertakes or effectively recommends the full complement of personnel functions such as staffing/hiring, training and staff development, assigning/prioritizing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge for the Utilities.

GENERAL MANAGER/ PUBLIC WORKS DIRECTOR

- Communicates with Utilities employees during regular staff and informal meetings to delegate work, assign tasks, and discuss problems/issues/concerns.
- Oversees and participates in the Utilities' finance/accounting and administrative activities by supervising the Public Utilities Office Manager.
- Undertakes, or effectively recommends to the Council or City Administrator the full complement of personnel functions for public works positions such as staffing/hiring, training and staff development, assigning and prioritizing work, reviewing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge.
- Makes daily and other work assignments, makes decisions about work schedules and employees' time off, and coordinates training.
- Oversees field operations through regular inspections and meetings to review work progress and results, identify and solve problems, and respond to changing priorities.
- Coordinates meetings with Safety Director (MMUA); administers DOT drug and alcohol testing program; and carries out inspections of buildings and equipment.

5. Public Works and Public Utilities Operations

- Monitors operation of load management system and devises strategies for managing loads.
- Inspects various components of public works and utility infrastructure.
- Maintains or oversees the maintenance of inspection and repair records for future reference.
- Keeps up-to-date on techniques, materials, and equipment.
- Receives job orders from contractors, the public, and customers. Answers customer complaints and questions regarding items such as usage, bills, and water heaters.
- Determines and oversees procedures for safe handling and disposal of hazardous waste/materials.
- Works with crews as needed.
- Inspects and recommends action of the pool facility and Park and Recreational Departments buildings and property.
- Maintains certification and serves as the City Tree Inspector

Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by the Utilities Commission.
- Performs duties and tasks of subordinate positions as needed.
- Winterize pool and prepare pool for operation in the spring.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- ♦ Considerable knowledge of electric/water/sewer utility management, municipal finance, human resources and personnel administration.
- ♦ Thorough knowledge of the Utilities' organizational structure, operations, programs and services.
- ♦ Thorough knowledge of the Utilities policies and ability to interpret with uniformity and consistency.
- ♦ Skill in forecasting operating and capital needs and preparing/administering municipal utility budgets.
- ♦ Skill in managing investments and utilizing available investment tools.
- ♦ Skill in communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and conflict resolution depending on the situation.
- ♦ Skill in leading/supervising subordinate personnel, fostering teamwork, and delegating authority and work as appropriate.
- ♦ Skill in planning, organizing, and the ability to establish goals and objectives that meet the organizations vision and mission.

GENERAL MANAGER/ PUBLIC WORKS DIRECTOR

- ♦ Ability to analyze complex data, exercise independent judgment, and prepare/present reports for decision making purposes.
- ♦ Ability to make independent decisions, oftentimes with imperfect information, when circumstances warrant such action.
- ♦ Ability to seek out and explore new models and methods to promote innovations and improvements to the Utilities' programs and activities.
- ♦ Ability to use computer and peripherals, software applications, and other office equipment.
- ♦ Ability to cope with the mental and emotional stress of the position.
- ♦ Ability to execute and clearly communicate Commission policies and directives.
- ♦ Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.
- ♦ Ability to be flexible and adapt to changing situations/priorities.
- ♦ Knowledge of local geography, City streets and addresses, business and residential areas.
- ♦ Knowledge of and ability to understand/apply, state and federal laws, City ordinances and policies, departmental policies, procedures and directives.
- ♦ Knowledge of principles, practices, and procedures used in maintenance and repair of streets, parks, and other public works.
- ♦ Knowledge of accounting and budgeting principles and practices.
- ♦ Knowledge of OSHA and other safety-related laws.
- ♦ Knowledge of hazardous waste regulations.
- ♦ Knowledge of industry standards, practices, and techniques in the construction, maintenance, and repair of an electric system.
- ♦ Knowledge of human resources management, supervisory practices and various employment laws.
- ♦ Skill in using electrical measuring instruments.
- ♦ Ability to use a radio, voltage, and current metering equipment.
- ♦ Ability to promote an ethical work place and ensure all policies, procedures, and protocols are followed by subordinate staff.
- ♦ Ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- ♦ Knowledge of hazardous chemicals and ability to implement procedures for safe handling/disposal.
- ♦ Ability to exert moderate to considerable physical effort when performing a variety of tasks.
- ♦ Ability to stand, walk, sit for extended periods.
- ♦ Ability to perform a variety of physical movements such as bend, stoop, crouch, kneel, push and pull, touch, and use both fine and large motor skills.
- ♦ Ability to attend training and professional meetings to maintain current knowledge.
- ♦ Ability to lift 75 lbs.

Machines, tools, and equipment used: City vehicle, departmental and personal equipment, computer and printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- Considerable knowledge and skill (equivalent to a Bachelor's Degree and five years of experience) in areas such as budgeting and financial management, planning, board support and supervision.
- Working knowledge of City departments including electric, water, sewer, streets and parks.
- Valid Minnesota Class D driver's license
- Certified Pool Operator License, Class D water license, Minnesota Tree Inspector Certification or ability to obtain within 1 year.

GENERAL MANAGER/ PUBLIC WORKS DIRECTOR

Preferred Qualifications

- Specific administrative experience in a similar-sized Utility with knowledge of City and Utility operations.
- Journeyman line worker's license.

Working Conditions

Works both indoors and outdoors. Work is performed in typical office environment with travel to attend meetings, training, and other events. Sits for extended periods of time. Exposure to adverse and hazardous working conditions can be the same as a public works employee or line worker depending on setting and task.

City of Preston - Preston Public Utilities

Application for Employment

An Equal Opportunity Employer

PO Box 657
210 Fillmore Street West
Preston, MN
Phone: (507) 765-2153

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Preston to not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation. This policy applies to all positions.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Please fill out the application completely as incomplete applications may be rejected. **While resumes are welcome, please do not write "see resume."**

Position applying for Date of Application

How did you learn about this position or come to seek employment with the City of Preston? (Friend/Relative, Newspaper, Radio, Walk-in, Website, etc.)

Name
Last First Middle

Present Address
Street No. City State Zip

Residence Phone Number Cellular Phone Number

May we contact you at work?
 Yes No Work phone number Between hours of

Email address (optional)

Are you 18 years old or over? Yes No Are you a citizen of the United States? Yes No
If not, do you have a work visa? Yes No

Have you ever been employed by the City of Preston before? Yes No
If yes, list dates and positions held

What type of employment are you seeking? When will you be available for employment? (check one of the following)

<input type="checkbox"/> Full-time regular	<input type="checkbox"/> Now
<input type="checkbox"/> Full-time temporary (up to 6 mos.)	<input type="checkbox"/> Beginning <input type="text"/>
<input type="checkbox"/> Part-time regular	<input type="checkbox"/> Upon <input type="text"/> weeks notice to present employer.
<input type="checkbox"/> Part-time temporary (up to 6 mos.)	
<input type="checkbox"/> Seasonal	

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued.

License No. State of issue

Select License class and endorsement A B C D 0 1 2 3

SPECIAL SKILLS:

List any special skills. (i.e. typing [give speed], shorthand, supervisory, skilled crafts, maintenance, drafting, personal computer [list software], calculating, duplicating, construction equipment, power tools, etc.) Attach additional sheets if needed.

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CRIMINAL HISTORY:

In accordance with Minnesota Criminal Rehabilitation Act Section 364.021, the City of Preston may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the City may conduct a criminal background check on individuals upon making a contingent job offer. If the position requires a criminal background check, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable, and formal approval by the appointing authority.

EDUCATION:

School	Name and Location	Course of Study	No. years completed	Did you graduate?	Degree or Diploma	GPA
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational/ Tech				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		

PERSONAL REFERENCES: (not former employers or relatives)

Name and occupation	Phone Number (with area code)	Relationship

EMPLOYMENT EXPERIENCE:

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer. Explain all gaps in employment. Attach additional sheets if necessary.

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
		From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
Job Title:		<input type="checkbox"/> Full-Time
Nature of Duties:		<input type="checkbox"/> Part-Time
		Ave hrs per week <input type="text"/>
Reason for Leaving:	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Use the space below to detail any additional information you believe is pertinent to the position you are seeking. (Use an additional sheet if necessary.) This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize the City of Preston to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in my removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment physical examination and/or any other required examination. I also understand that this application is not intended to be a contract of employment.

Print, sign and date application and return to the City of Preston along with Notice to Applicants form and Veterans Preference form (if applicable).

_____ Date

_____ Signature of Applicant

NOTICE TO APPLICANTS

(Please read this important information)

HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU:

In accordance with the Minnesota Government Data Practices Act (MN Statute § 13.01 - 13.99) the City of Preston is informing you of your rights as they pertain to the information you provide when filling out the Application for Employment.

Under the Act, the following information is automatically available to the public*: Veteran status, relevant test scores, your rank on our eligible list, your job history, your education and training, and your work availability.

Your name is considered private until you become a finalist for employment by the City of Preston. You become a finalist when and if you are selected to be interviewed prior to being employed.**

If you are hired, the following additional information about you will be public: Your name; your actual gross salary and salary range; your actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration (such as expense or mileage reimbursement in addition to your salary); your job title; your job description; the dates of your first and last employment with us; the existence and status of any complaints or charges against you while you work for the City of Preston (whether or not they result in a disciplinary action); the final outcome of any disciplinary action taken against you as an employee of the City of Preston and all the supporting documentation about your case (the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body); the terms of any agreement settling any dispute arising out of the employment relationship between you and the City of Preston; your badge number; your work location and work telephone number; previous work experience; education and training background; honors and awards received; payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public; and your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letter of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record or to conduct normal City of Preston business. Also, the following agencies may be authorized by state or federal law to receive private information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the State departments of Human Rights or Civil Rights. Otherwise, no private record of yours will be shared with any outside person or agency without your informed consent or a valid court order

PURPOSES AND USES

The information requested is used for the following reasons:

1. To distinguish you from all other applicants
2. To enable us to contact you when additional information is required, to send you notices and/or schedule interviews
3. To enable us to ensure your rights to equal opportunities
4. To meet federal and state reporting requirements
5. To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Preston and the policies, rules and regulations promulgated pursuant thereto.

EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete and you may not be considered for employment. If you do provide the data, your application will be considered and if you are employed the information you have given us will become part of your employee record.

* "public" means that it is available to anyone who asks to see it

** "private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting City of Preston business.

I have read the information above on Minnesota Data Practices.

Date

Signature of Applicant

*****RETURN THIS SHEET WITH THE APPLICATION*****

VETERANS PREFERENCE POINTS APPLICATION

For Office Use Only:

In Accordance with Minnesota Statute § 43A.11

5 pts 10 pts

If you are a veteran based on M.S. § 43A.11, then you may claim Veteran's Preference points. Veteran's Preference points will be added to the passing score of the qualified applicant. To qualify for Veteran's Preference, the following criteria must be met:

Have separated under honorable conditions from any branch of the armed forces of the United States, and; have served on active duty for 181 consecutive days or more, or for the full period ordered to active duty (not active duty for training); OR have separated by reason of disability incurred while serving on active duty, and; be a United States citizen or resident alien. OR: Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veteran's points without it.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? Yes No

If Yes, please complete the form below. If No, please sign here: _____

Full Name of Veteran

Full Name of Applicant (if different than Veteran)

Present Address (street number, city, state and zip)

Branch of Service

Period of Active Duty

From

To

Rank At Discharge

Type of Discharge

Date of Final Discharge

Service Number

Do your years of Military Service Qualify you for a Pension?

Do you have a compensable service related disability?

Yes No

Yes No % of Disability

PREFERENCE REQUESTED

Veteran (10 pts) (DD214 must be submitted to receive points)

Disabled Veteran (15 pts) (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

Spouse of Disabled Veteran (15 pts) (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

Spouse of Deceased Veteran (10 pts, 15 pts if the veteran was disabled) (Attach DD214, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of activity duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Your Preference Points application **cannot** be considered without supporting documentation. If the documentation is not attached, it must be received in our office no later than five calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation:

is attached Will be submitted within five days of Application Deadline

I hereby claim veteran's preference for this position and (swear/affirm) that the information given on this document is true and correct. I also authorize release of necessary information by the Veteran's Administration to the City of Preston.

Signature _____

Date _____