MAKE HISTORY!

Become the first staff City Engineer for Horace and join an energized, professional team and help the rapidly growing City become the best community in North Dakota. The position is an excellent opportunity for a talented public-sector professional to make a difference in a dynamic and well-managed city. If you are looking for the opportunity to help guide the growth and feel of a community, this is the right position for you.

Horace is currently home to nearly 2,700 residents and a growing number of businesses. It is a thriving, changing community with a hometown feeling. Horace is located about 3 miles south of West Fargo, and shares borders with West Fargo and Fargo, providing convenient access to the metro area’s variety of shopping, restaurants, healthcare, and more.
LIVING IN HORACE

Horace provides the opportunity to live in a city with a great sense of community that is focused on families. This bedroom city offers numerous options for housing whether it is renting, buying, or building the house of your dreams.

Kids growing up in Horace have access to great public schools. Small class sizes, attentive teachers, and opportunities to participate in many extracurricular activities and sports that allow children to excel. Horace is home to Horace Elementary School, the new Heritage Middle School, and the Horace High School opening for the 2021-22 school year.

The City has excellent and expanding recreational opportunities. The Horace Park District manages several parks, as well as activities, including: T-ball, baseball, softball, volleyball, tennis, golf, Playtown, and music programs.

Endless adventures await less than 60 minutes away where boating, fishing, canoeing, camping, hiking, jet-skiing, and hunting can fill your weekends year-round.

Traveling to and from Horace from outside of North Dakota is easy. Hector International Airport offers daily direct flights to and from Atlanta, Chicago, Dallas, Denver, Las Vegas, Los Angeles, Minneapolis/St. Paul, Orlando-Sanford, Phoenix-Mesa, and Tampa/St. Petersburg. You can easily connect with flights traveling around the world while enjoying the convenience of flying to and from Fargo, ND.

Access to I-29 is an easy 3-minute drive east from Horace. The route also provides access to the heart of Fargo and the east/west I-94 corridor to the north.
The City of Horace operates under a Mayor-Council form of local government with a Mayor and four Council Members elected at large. The Mayor presides over City Council meetings and is the Chief Executive Officer of the City. The Council is the legislative agent; the proposals and appointments of the Mayor are or may be subject to its approval.

Over the past few years, the City has built a great team that is working together for the betterment of the city. City staff is a friendly, tight knit group that enjoy each other’s company and works well together. Likewise, the City Council has a positive engagement with the staff on many different levels creating a high functioning team.

The City has in-house and cooperative agreements that combine to keep the City functioning and providing services for city residents and businesses. The departments include: Administration, Planning and Zoning, Engineer, and City Shop. Park and Recreation is funded and governed by the Horace Park District. Fire protection is provided by, Horace Rural Fire District. Police services are provided by Cass County Sheriff’s Department.
THE POSITION: CITY ENGINEER

Under administrative direction, the City Engineer is responsible for coordinating, directing and implementing engineering policy and services; as well as overseeing activities, budget and performance of the Engineering/Public Works Department. The City Engineer also provides technical and administrative support to the City Administrator, City Council and other city departments.

IMPACTING THE ORGANIZATION

*It is hoped the organization will be different as a result of the Engineering coming onboard in the following ways*

- Projects will keep moving forward on an acceptable time line
- There will be more collaboration between engineering and other departments
- Engineering will be able to do some of the design work for some of the projects, and coordinate the bidding for others
- There will be improved large and small project delivery and setting project expectations
- There will be increased productivity and efficiency with projects meeting timeline expectations

THE TIME IS NOW

With rapid growth in the City, a well-rounded staff will be required to manage the speed of development. In many ways, Horace is similar to a company that is two years into its start-up phase, relying on consultants to shore up gaps when needed. The time has come to add another team role that will greatly help in project coordination and take care of the day to day engineering operations.

The Engineer will enable the City to manage activities which include planning and prioritizing projects are to be completed in a given year. By hiring our own engineer, our team will be able to decide if work is handled with staff, bid out to a firm, or to multiple companies. Of primary benefit, our team will assure that priority projects continue to move forward at the direction of City leadership.
MINIMUM QUALIFICATIONS

• Bachelor’s degree in Civil Engineering or a related field.
• Four years of previous civil engineering experience
• Licensed as a Professional Engineer in the State of North Dakota (or able to acquire one)
• Knowledge of city standards and ordinances
• Knowledge of municipal utility, roadway and subdivision design and construction
• Experience in contract administration for consulting services
• Experience in contract administration for construction of public improvements
• Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations
• Strong communication skills, both orally and in writing.
• Valid driver’s license

PREFERRED QUALIFICATIONS

• Master’s degree in Civil Engineering or a related field
• Two years of supervisory experience

PROFESSIONAL APPROACH TO WORK AND TEAM

A person with a friendly, personable, and outgoing demeanor who can have fun at work is an ideal ‘fit’ for the Horace team. Someone who enjoys learning/trying new things with a good attitude toward working in the public eye would be welcome. The individual hired must be able to deal with differing points of view coming from the public.

Some additional qualities sought for the next City Engineer include:

• Be a good communicator
• Be a good listener
• Be able to present at Public meetings
• Be a good negotiator
• Be creative: Able to apply engineering skills to propose unique solution options to projects.
• Be good at planning and execution
• Be detail oriented
• Be able to monitor contractors as needed
• Be able to assign tasks and gather required input to present project status
**6-12 MONTHS PRIORITIES**

- Learning the strengths and weaknesses that the City has and will face in the near future
- Work up a prioritized plan for future projects (including timelines, scope of work) to keep the City moving in the right direction
- Take on managing all the various projects currently going on in the City including the coordination of contract engineers
- Take on and “own” the Capital Improvement Plan
  - Visualize and prioritize the projects that meet the needs of residents and Council
  - Develop an infrastructure maintenance plan that includes budgeting to allow allocation of revenue plan maintenance in addition to new project developments
- Establish relationships with multiple engineering companies and define a process when projects are sent for bid and when preliminary designs are done in house
- Communicate and educate staff and community to build awareness on upcoming and completed projects
- Work with staff to define a grant application strategy to get state or federal funding for projects

**PROCESS BRIEFS**

**HIRING SALARY RANGE: $80K-$90K**

*(The City has raises every 6 months combined with reviews for the first 2 years)*

- **Application Deadline:** September 14
- **Apply** by sending compelling letter of interest and electronic resume to HoraceEng@hue.life
- **Questions** to Richard Fursman (651) 338.2533 or richard.fursman@hue.life
- **Screen and Review Candidates:** September 17-22
- **Present candidate report:** Sept. 30
- **Final Interviews:** October 16
- **Select Engineer:** October 16
- **Approximate Start:** Nov to mid-Dec

**CITY INFORMATION**

- Website: https://www.cityofhorace.com/