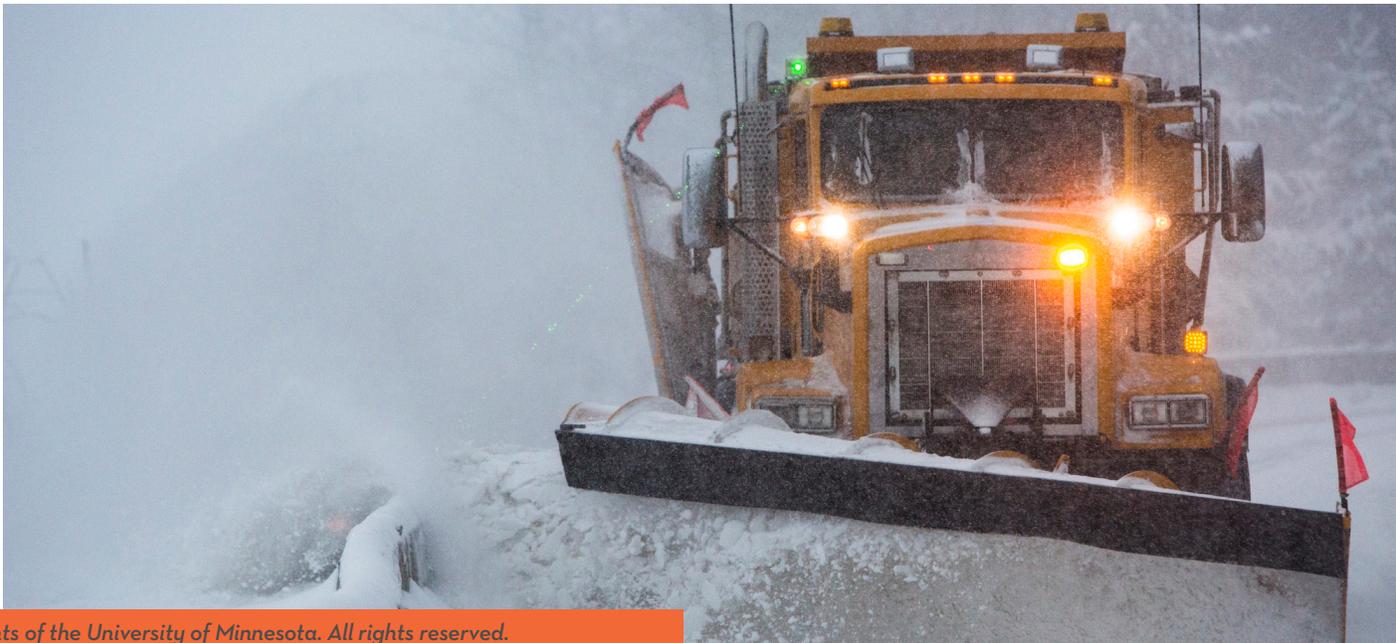




The U of M Public Works Certificate is offered in collaboration with the Minnesota Chapter of APWA (APWA-MN). Those who finish all five courses will be awarded a certificate of completion from the APWA.

The APWA-MN currently includes over 1,000 public works professionals throughout the state of Minnesota. Members represent both the public and private industry and all work together to advance the public works profession. The chapter's mission is to advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.



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Direct requests to CCAPS Information Center 612-624-4000.
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Public Works CERTIFICATE

The Public Works Certificate program prepares frontline employees for leadership positions in the public works field. With a focus on the management of local organizations and operations, this program is ideal for new supervisors, managers, and public works employees preparing for advancement. Those who finish all five courses will be awarded a certificate of completion from the APWA Minnesota Chapter.

Required Courses:	Five
Credits:	15.0 CEUs Each course is 30 hours, meets 10 times, and provides 3.0 CEUs
Cost:	\$680 per course \$3,400 for all five courses

Public Works Courses

150 contact hours
30 hours = 3.0 CEUs

Required Courses (150 contact hours)

Public Works Management and Communication (30 hours) - \$680

September 7–November 9, 2021

Public Works Operations and Maintenance (30 hours) - \$680

September 8–November 10, 2021

Office and Professional Skills for Public Works (30 hours) - \$680

September 9–November 11, 2021

Public Works Organization and Administration (30 hours) - \$680

February 15–April 19, 2022

Technical Aspects of Public Works (30 hours) - \$680

February 17–April 21, 2022



The Public Works Certificate program will deepen your knowledge of:

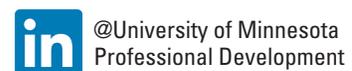
- the organization and functions of public works and roles within the field.
- the technical functions undertaken by public works professionals, with emphasis on roadway design, construction, and maintenance.
- advanced concepts in public works operations and maintenance.
- how to effectively create and deliver workplace and technical documents.

612-624-4000

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Course Information



Instructor:

Dave Hutton

Senior Project Manager, SEH

Public Works Management and Communication

30 hours (3.0 CEUs) - \$680

This course focuses on all aspects of management and communication expected of a public works leadership position, as well as the supervisor's role in managing internal relationships within government systems. Topics include public relations, such as how to conduct a public meeting to get citizen buy-in; handling complaints; written communication; interacting with media professionals; techniques for screening, interviewing, and hiring new employees; and leveraging social media.



Instructor:

Chad Millner

Director of Engineering/City
Engineer, City of Edina

Office and Professional Skills for Public Works

30 hours (3.0 CEUs) - \$680

In this course we'll introduce the administrative skills frequently used by public works professionals, such as basic writing principles, planning, organizing, and preparing and delivering effective technical communication within and outside the organization. Specific examples of communication tools include field construction reports, interoffice memorandums, document summaries, and verbal presentations. We'll also introduce students to basic office applications that will be used in the preparation of documents used by public works professionals.



Instructor:

Beverly A.B. Farraher

Public Works Operations
Manager, City of Saint Paul

Public Works Operations and Maintenance

30 hours (3.0 CEUs) - \$680

Public works operations are a critical provider of services—such as water, sewer, and streets—that affect the health, safety, enjoyment, and prosperity of our residents. This course identifies the equipment and personnel needed to carry out these functions effectively and efficiently. Discussions will include considerations relating to rehabilitation versus reconstruction of infrastructure, renting versus purchasing of equipment, and contracting versus in-house use of personnel to provide services.



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Course Information



Instructor:
Will Machester, PE
Director of Public Works,
City of Minnetonka

Public Works Organization and Administration 30 hours (3.0 CEUs) - \$680

This course will familiarize you with the administration and operation of a public works department. It provides insight into the organizational structure, planning, financing, purchasing, budgeting, and management of public works organizations, as well as individual job responsibilities and internal relationships within governmental systems.



Instructor:
Jon Watson
Licensed Engineer and Utility
Operator

Technical Aspects of Public Works 30 hours (3.0 CEUs) - \$680

In this course we'll review the basic principles of public works engineering functions and examine the materials and methods used in public works projects. Topics include soils, aggregates, bitumen, concrete, utilities, plan review, traffic counts, flexible pavement design, erosion control, surveying, public land survey, construction methods, basic project management, contracts, bidding, and records.



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