

THE PUBLIC WORKS CERTIFICATE PROGRAM

Course Information

Public Works Management and Communication

This course focuses on the management and communication expected of a public works professional in a leadership position, as well as the skills needed to manage internal relationships within governmental agencies. Topics in the course include, public relations, including 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: Dave Hutton, Senior Project Manager, SEH, Inc.

Hutton has 40 years in the public works/engineering profession and has worked in both the public and private sector. He is a registered Professional Engineer in Minnesota, Wisconsin, and North Dakota. Former clients include the cities of Savage and Shakopee, MN, and West Bend, WI. Hutton is past president of APWA-MN (2010) and won the Hugo Erickson award in 2017, the highest award for service to the chapter.

Public Works Operations and Maintenance

This course focuses on the delivery of public works services within the community. Public Works operations are a critical provider of the public services that affect the health, safety, enjoyment, and prosperity of our residents. We generally do this by providing services relating to water/sewer, streets, parks/facilities, and the environment. The course identifies the equipment and personnel resources needed to carry out these functions in an effective and efficient way. Discussions will include factors that should be considered when making choices relating to: preventative vs. reconstruction of infrastructure, rent vs. purchasing of equipment, and contracting vs. in-house use of personnel to provide services.



Instructor: Beverly A.B. Farraher, Public Works Operations Manager, City of Saint Paul

Farraher has been a Registered Professional Engineer for over 30 years, holds a Professional Traffic Operations Engineer certification, and is a commercial motor vehicle license holder. She has 33 years of experience delivering public works services within the Minnesota Department of Transportation and the City of Saint Paul, with over 19 years as a public works maintenance and operations manager. She holds a bachelor's degree in civil engineering and a master's degree in infrastructure systems engineering.

Office and Professional Skills for Public Works

This course will 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. Students taking this course are required to have a personal laptop computer and bring it to class each day.



Instructor: Chad Millner, Construction Inspector

Chad Millner is the Director of Engineering of Edina, MN. Millner joined the City of Edina June 2012. Prior he worked 11.5 years for a local civil engineering consulting firm in their municipal engineering group. Millner holds degrees in Civil Engineering from the University of Minnesota and a Master of Business Administration from St. Cloud State University and is a licensed professional engineer in the State of Minnesota. He is an active member in the Minnesota Chapter of the American Public Works Association and the City Engineers Association of Minnesota.

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Course Information (cont.)

Public Works Organization and Administration

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: Will Manchester, PE, Director of Public Works, City of Minnetonka



Manchester is a registered professional engineer with 20 years of experience in both public and private sectors. He currently oversees public works operations for the city of Minnetonka including streets, utilities, parks and trails, natural resources, buildings, fleet, and engineering. Prior to Minnetonka, he worked as a consultant engineer managing municipal and private development projects. Manchester is an active member of the City Engineers Association of Minnesota, including serving on the executive board from 2014–2015 and the annual conference planning committee. He is also an active member of the Minnesota Public Works Association.

Technical Aspects of Public Works

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.

Instructor: Jon Watson, Public Utilities Superintendent, City of Brooklyn Park



Watson has over 35 years of experience in public works and has served as the public utilities superintendent for the city of Brooklyn Park for the past 20 years. He has a bachelor's degree in civil engineering from the University of Minnesota and holds state water and sewer licenses.