



Job Description

Job Title: Director of Public Works

Department: Public Works

Education Required:

A Bachelors Degree in Public Administration or related field OR a combination of education and experience in the field of public works management and engineering functions, including the operation of a municipal water system and must have demonstrated supervisory and other related skills; AND, Three or more years of continuous experience at the position of Assistant Director, and/or demonstrated ability at the management/supervisory level in a recognized municipal Public Works Department.

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion

- Exempt
- Nonexempt

General Description:

Under direction of the Village Administrator, performs work of unusual difficulty in directing the operations of the Public Works Department, Engineering Department and performs related work as required.

Essential Functions of the job:

- Directs the management operation of the Public Works Department and Engineering Department.
- Develops, manages and supervises the Public Works and Engineering budgets.
- Develops short and long range plans.
- Establishes, communicates and implements departmental policy.
- Acts as a liaison between the Village and the Illinois Department of Transportation; MWRDGC; Illinois Environmental Protection Agency and other municipalities.
- Participates in advising the Village Administrator and Board of Trustees on public works and engineering matters.
- Coordinates with other departments within the Village; supervises, evaluates and provides for the development of departmental staff.
- Prepares and/or directs the preparation of technical and financial reports.
- Administers all programs and functions related to street and infrastructure maintenance, facilities management, and fleet and equipment maintenance.
- Ensures that operations adhere to local ordinance as well as state and federal regulations.
- Keeps abreast of current trends, policies, and procedures relevant to public works via training, membership in professional organizations pertinent to public works, and conference attendance.

- Inspects the detail of expenditures for all Public Works and Engineering vehicles owned and/or maintained by the Village; the operation of the Engineering Department, including the development of plans and specifications for construction projects which include but are not limited to: street, water main, storm and sanitary sewer reconstruction; inspection of construction projects.
- Directs the operation of the water distribution system, reservoirs, mains, hydrants and other appurtenances thereto, along with public streets, right-of-way, sanitary and storm sewers; shall review all applications submitted by the Plan Commission, Zoning Board of Appeals or Building Department.
- Actively participate as a member of the Village's management team while being intellectually curious, operationally involved, functionally cooperative and a creative problem solver.
- Other duties as necessary.

Safety and Risk Management Responsibilities:

The Director will prioritize the safety of personnel under their charge. They will actively monitor the work environment to identify potential hazards and lead the department's efforts in effectively eliminating or mitigating the hazards. All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities regarding employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the following: Public Works and Engineering construction and maintenance methods, materials and equipment; principles and practices of management as applied to Public Works and Engineering administration; sewer and water systems; the application of modern construction techniques and their application to the Village; representing the Village with other governmental entities as well as the residents within the Village; planning, scheduling and effectively directing the work of subordinate groups; understanding and applying safety standards including OSHA, IDOL and locally determined standards in order to prevent or minimize accidents and injuries. Communicating clearly and effectively, orally and in writing. Selecting and motivating staff and providing for their training and professional development.

Supervisory Responsibilities: This position does require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction. Effectively implements policies and procedures while ensuring maximum service levels while minimizing cost and risk.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Researches, recommends, and implements innovative and contemporary solutions for both routine and uncommon public works challenges. Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management – Communicates changes and progress; Completes projects on time and budget.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications:

- Valid State of Illinois Driver's License
- Holds a class C IEPA Public Water Supply Operator License
- Able to respond to emergencies 24-hours a day.
- Ability to read and use maps, water sewer atlases, technical manuals, draft plans, purchase orders, maintenance logs, and mileage logs.
- Ability to apply conceptual thinking such as in developing work crew organization.
- Ability to speak effectively to groups of employees and the public while responding to questions.
- Ability to maintain required certifications.

Travel: Local travel is required of the position.

Physical Demands:

Ability to have perception and discrimination of color, sound, taste, texture, odor, and form; lift and reach for weights in excess of up to 25 lbs; apply principles of common sense and understanding to perform semi to highly repetitive tasks.

Work Environment:

Ability to operate in temperature extremes, strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, dust, varying light conditions; moderate stress and adverse weather conditions.