

PUBLIC WORKS DIRECTOR

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| Department: Public Works | Work Location: 452 Park Ave | Date of Last Revision: September 11, 2018 |
| Reports To: Village Manager | Supervises: Public Works Department Staff | Licenses/Certificates Class D Driver's License |
| FLSA Status: Exempt | Pay Classification: 20 | Hours Per Week: 40 standard plus meetings and 24-hour availability when needed |

NATURE OF WORK

This is highly responsible administrative and managerial work directing the activities of the Department of Public Works.

Work involves responsibility for planning, directing, administering, and supervising all programs and activities of the Department, including street and sidewalk maintenance, vehicle and equipment maintenance, stormwater system maintenance, water distribution system, and capital projects planning and implementation. Supervision is exercised over supervisory and maintenance personnel. Work is performed under the general direction of the Village Manager who reviews work through conferences and administrative reports for overall program effectiveness.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, directs, and supervises the programs and activities of the department; confers with staff and other officials on issues related to a broad range of municipal services.
- Interprets Village policies and ordinances and develops and implements appropriate department rules, regulations, and policies; establishes record keeping procedures, and prepares reports as necessary.
- Prepares and administers departmental operating budget; develops long-range plans for facilities and infrastructure improvements; coordinates and administers capital improvement programs.
- Exercises purchasing and budgetary control within established procedures for the purchase of equipment, materials, and supplies; approves departmental expenditures.
- Oversees the Village's public water supply system including IEPA compliance; plans and oversees the general maintenance and improvements to all public buildings including the Burlington Northern commuter station.

- Oversees the preparation of and reviews plans, specifications, and cost estimates for purchase of various equipment and vehicles, and for construction and repair projects including the Village's comprehensive street repair and replacement program; prepares recommendations to the Village Manager.
- Prepares a variety of correspondence, memoranda, reports and analysis on Departmental activities.
- Trains, supervises, and evaluates the performance of department staff.
- Attends Village Board meetings and meetings of boards and commissions and county, state, and regional agencies; prepares contract with IDOT relative to motor fuel tax funds and administers program expenditures.
- Receives citizen complaints and requests; responds to requests for information and assistance from citizens and outside agencies and organizations.
- Maintains a safe work environment for employees; develops standards and procedures for safe work practices; instructs employees on safe work practices.
- Oversee the hiring, training, and evaluation of department employees, including enforcement of Village's Personnel Policies and Procedures.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Develop specific risk management objectives for employees and holds employees accountable for risk management.
- Ensures JSAs, SOPs, etc., are in place and utilize departmental safety training.
- Attends appropriate risk management training and makes recommendations for department supervisor staff training.
- Plans and budgets for needed safety expenditures.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

- Graduation from a college or university with a bachelor's degree in engineering, management, public administration or related field; advanced degree in engineering or public administration or equivalent work experience preferred;
- Thorough experience in public works operations including water distribution, including considerable experience in a supervisory and managerial capacity; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills;
- Thorough knowledge of the operations and functions of a contemporary municipal public works program;
- Thorough knowledge of the technical aspects of the various programs associated with the Department of Public Works;



- Thorough knowledge of construction contract administration and estimating of cost of construction work;
- Considerable knowledge of personnel and employee relations principles and practices;
- Considerable knowledge of annual and capital improvement budget preparation and administration;
- Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs of the department; be able to effectively organize and allocate resources to solve problems;
- Ability to conduct studies and write in-depth reports for the Village Manager and Village Board;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with the Village Board, employees, and the public, as well as other governmental officials;
- Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Illinois driver's license; possession of a commercial driver's license not required;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate tools and equipment as well as equipment controls reached with hands and arms. The employee frequently is required to talk, hear, and smell. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, and crouch;
- The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Vision correctible to 20/20 required;
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving parts; and is occasionally exposed to wet and slippery surfaces, humid conditions, extreme cold and heat.

