

Director of Public Works Job Advertisements

The Village of Clarendon Hills, IL (pop. 8,500) is seeking a proactive, innovative leader to serve as its Director of Public Works. Clarendon Hills is located in DuPage County approximately 17 miles west of Downtown Chicago. Clarendon Hills encompasses a total area of 1.86 square miles and maintains 25 miles of roadway and 29 miles of water mains.

The Director of Public Works oversees all activities of the Public Works Department. The Director also works closely with all other Departments on a daily basis. The candidate should have working background in public works operations, preferably in a director or assistant role, or a working background in municipal government operations. The candidate must have experience in managing personnel. The candidate must successfully administer an operating budget of \$860,000 (2018) and be able to communicate and present projects and activities effectively to staff, residents and the Village Board.

Duties and Responsibilities include:

- Oversee maintenance of Village right of ways including sidewalk, roads and parkways;
- Oversee water distribution systems maintenance including water towers, water mains and intake stations connected to the DuPage Water Commission's system and ensuring compliance with IEPA guidelines and others as needed;
- Oversee stormwater management system maintenance including storm sewers, retention basins, culverts and ditches;
- Oversee snow and ice control of Village roadways, right of ways and BNSF Metra train platform;
- Managing personnel including a full time staff of four maintenance workers, two foreman, one assistant, one part-time mechanic, one part-time maintenance worker and two seasonal maintenance workers;
- Preparing and administering Department's operating budget including developing long-term plans for facilities and infrastructure;
- Responding and resolving resident inquiries and issues that arise;
- Managing related contracts including the Village engineering contracts, landscaping, and Central Business District snow removal;
- Working with department heads on long term projects and daily tasks;
- Ensures JSA, SOPs, etc are in place and works with Safety Coordinator to conduct Department-wide training.

Qualifications for the position include:

- Three to Five years of progressive municipal management experience in public works or a related field.
- Bachelor's degree in Civil engineering or public administration or closely related field, master's degree in Public administration or PE license in Illinois preferred.

Compensation: 2018 salary range for the position is \$99,179 to \$132,237. Starting salary for candidates depends on qualifications.

Hours of Work: Standard schedule is 40 hours per week in addition to board and committee meetings as needed. The position requires 24 hour availability when needed.

Opening Date: September 13, 2018

Closing Date: First consideration of candidates will occur October 4th, position open until filled.

To Apply: Candidates interested in applying should submit their resume, cover letter and contact information of five work related references by October 1, 2018 to the following:

By Email: Pnickell@clarendonhills.us

By Mail: Village of Clarendon Hills
Attention Peter Nickell
1 N. Prospect Avenue
Clarendon Hills, IL 60514

The Village of Clarendon Hills is an Equal Opportunity Employer

