

## **Director of Public Works**

The City of Crest Hill (population 20,459), a progressive, growing community in the north central region of Will County, seeks a dynamic professional to become the City's full-time Director of Public Works.

### **The Position**

The Director of Public Works performs skilled administrative and managerial work involving planning, implementing, and directing a comprehensive public works program for municipal water distribution, wastewater treatment, streets, and infrastructure. The incumbent is supervised by the City Administrator.

### **Key Responsibilities**

- Plans, organizes, and directs the programs and operations of the Department including the management and maintenance of two wastewater treatment plants, well houses, stormwater and sanitary sewers, street, sign and infrastructure construction and maintenance, snow and ice removal, City forestry, maintenance and repair of City-owned vehicles and equipment.
- Directs the City's Capital Improvement Plan process and annual program implementation.
- Directs work activities, supports, and conducts annual performance evaluations for the Public Works Crew leader, Public Works laborers, Mechanics, and administrative staff.
- Establishes and maintains inventory control systems and accurate record keeping procedures.
- Creates and executes a safety training program, promoting safe work practices and compliance with the Occupational Safety and Health Administration regulations.
- Provides strategic planning for the Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting and planning for extreme weather events.
- Administers Department policies and procedures, including overseeing the direction, training, supervision, evaluation and discipline of union and non-union personnel.
- Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.
- Responds to public inquiries regarding Public Works activities, projects, policies and procedures.
- Provides support and assistance to the City Administrator and other Departments advising on projects, programs, and developments.
- Coordinates the Department budget process, evaluating needs, making purchase recommendations, and controlling for expenditures within the Departmental budget, manages projects to remain within the budget and make recommendations for budget revisions.
- Represents the Department in meetings and interacts with federal, state and local governmental units, officials, and other groups as necessary.
- Prepares and submits reports maintaining compliance with state and federal agencies.
- Prepares bid documents and memorandums for Council consideration.

### **Qualifications**

- Bachelor's Degree in Engineering, Public Administration or related field.
- Five years progressively responsible experience in municipal public works or closely related field.
- Illinois Drinking Water Certificate and/or Wastewater Operator Certificate strongly preferred.

- Valid Driver's license, CDL preferred.

### **Salary and Benefits**

The compensation range for this position is \$129,497 to \$169,278 per year. The actual salary will be dependent on qualifications and experience. The position is a full-time, exempt position. Regular office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Due to public works operations may request after hours work to direct such operations. Attendance at evening meetings will be required when presenting agenda items.

The City offers a comprehensive benefits package including participation in the Illinois Municipal Retirement Fund, medical, dental, vision, and life insurance coverage, flexible spending accounts, paid vacation, personal/sick leave and holidays. The City does not have a residency requirement.

### **The Community:**

The City is strategically located about 40 miles southwest of Chicago and is bordered by Romeoville to the north and Joliet to the South, with close access to I-55, I-80 and I-355. Crest Hill's municipal government offices are housed in a new, state of the art, 40,000 square foot municipal building. The community has strong and diverse residential neighborhoods including the 1,100 home Carillon Lakes Senior living community, an industrial park anchored by Amazon, bustling commercial districts supported by two existing TIF Districts, and beautiful open space and well-developed park amenities. The City is actively planning a third TIF district and instituting multimillion dollar upgrades to its wastewater treatment plant to support continued desirable economic development and private investment in the community. Crest Hill is a full-service community with a staff of 68 full-time employees, a \$50 million total budget, an AA bond rating, low bonded debt, and healthy reserves.

Persons interested in this position should submit a cover letter, resume, and three professional references to [HR@cityofcresthill.com](mailto:HR@cityofcresthill.com). The position will remain open until filled; first review of resumes will take place March 1, 2024. In order for full consideration please submit your documents by March 1, 2024. For the full job description, please visit [www.cityofcresthill.com](http://www.cityofcresthill.com).