



Position: Director of Public Works

Department: Public Works

Status: Exempt

Last Updated: 9/13/2018

General Purpose:

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.

Supervision Received:

The Public Works Director works under the immediate supervision of the City Administrator.

Supervision Exercised:

This position supervises all Public Works personnel.

Essential Duties & 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.



- Performs other duties as assigned.

Desired Minimum Qualifications

Education & Experience:

- 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.

Knowledge, Skills, and Abilities:

- Ability to act ethically and exhibit integrity in interactions with staff, Council, and members of the public.
- Knowledgeable of collective bargaining practices and effective administration in a union environment.
- Significantly knowledgeable of water and wastewater treatment operations.
- Significantly knowledgeable of the principles and practices of supervision, administration, personnel management, municipal civil engineering, accounting and budgeting.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to apply critical attention to detail to ensure accuracy in recording and reporting data.
- Ability to prepare reports and properly maintain and organize office files and records.
- Ability to conduct studies, write in-depth reports, and translate highly technical information into layman's terms.
- Ability to prepare and operate within the constraints of a budget.
- Ability to respond to email requests in a timely manner.
- Knowledge of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity and tactfulness.
- Demonstrate proficiency in the everyday operation and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.



Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted in an office environment, indoor garage, and in the field with noise levels usually normal. Work is required both indoors and outdoors in the inspection of land use developments, construction sites, or public works facilities. Work occasionally occurs near moving mechanical parts in cold, hot, wet, humid and dark conditions. Employees working in this capacity are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, with risk of electric shock and vibration. While performing the duties of this job employees will be required to stand, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, climb ladders, kneel, crouch, and bend regularly. Sufficient visual acuity, adequate hearing and speaking ability is required. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines.

The weekly work schedule is normally 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position are required to attend evening meetings and work on some Saturdays, Sundays and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions, and at all hours of the day.

Performance Measurements & Selection Guidelines



- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Avoids politics and partisanship.
- Ensures reliability of Department services.
- Sets and achieves Department goals and objectives.
- Appropriately prepares for and executes plans for severe weather events.
- Operates Department within budget parameters.
- Adheres to City and Department policies and procedures.
- Investigates and appropriately responds to complaints in a timely and consistent manner.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Displays composure, friendliness and respect in treatment of the public and coworkers.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Safely operates vehicles, equipment and tools of the position.
- Has a thorough knowledge, understanding and application of the principles and practices of supervision, administration, personnel management, municipal civil engineering, accounting and budgeting.
- Has a thorough knowledge of City and Department's policies, procedures, rules, regulations, structure and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all of the essential responsibilities and duties.

Selection Guidelines:

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



Department Head

Date

Assistant City Admin/HR Director

Date

City Administrator

Date