



Position: Assistant to the Director of Public Works

Status: Exempt

Department: Public Works

Last Updated: 10/14/2024

General Purpose:

Assists the Public Works Director in planning, organizing, and directing the programs and operations of the department. Providing support in coordinating the management and maintenance of two wastewater treatment plants, directing a comprehensive public works program for municipal water distribution, streets, and infrastructure. Position reports to the Director of Public Works

Supervision Received:

The Assistant to the Public Works Director works under the immediate supervision of the Director of Public Works.

Essential Duties & Responsibilities:

- Assists the Public Works Director to plan, organize, and direct 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.
- Coordinates sampling results related to daily, monthly and yearly report as required by Illinois and U.S. EPA for water and wastewater activities and assists with completing forms providing lab results.
- Responds to requests for fire hydrant flow tests and manages the logging of data from such tests.
- Assists Director of Public Works in drafting strategic planning Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting, and planning for extreme weather events.
- Schedule meetings, prepare and post agendas, record minutes of meetings.
- Process payroll and maintain calendar of work schedules including time off and overtime.
- Receive the public; greets customers in person and on the telephone.
- Respond to telephone and customer inquiries; redirect calls to appropriate personnel for response and resolution.
- May coordinate work activities of Public Works personnel related to operational support of the Department, as directed by the Public Works Director.
- Complete purchase orders, maintain office equipment, and order office supplies.
- Process invoices and run reports for budgeting purposes; assist in forecasting anticipated budgetary needs.
- Deliver mail, messages, and faxes to personnel.
- Perform office related tasks including filing, photocopying, and assembling paper records.
- Compose, type, edit, and proofread correspondence, memorandums, and email communications with attention to accuracy and completeness.



- Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.
- Responds to public inquiries and interacts with the public regarding Public Works activities, projects, policies, and procedures.
- Provides support and assistance to the Director of Public Works and other Departments advising on projects, programs, and developments.
- Assists in coordinating 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.
- Prepares and submits reports maintaining compliance with state and federal agencies.
- Prepares memorandums for Council consideration, as directed.
- Performs other duties as assigned.

Desired Minimum Qualifications

Education & Experience:

- Five years progressively responsible experience in municipal public works or closely related field.
- 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.
- Moderate knowledge of water and wastewater treatment operations.
- Moderate knowledge 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 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, GIS, 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.



- 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, and audio/visual equipment.

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 office equipment, tools, or controls. Effective audio-visual discrimination and perception to make observations quickly and accurately, correctly identify red, yellow, blue, 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 primarily in a commercial office garage setting. Occasional work is performed in an office setting where noise levels are consistent with normal office machinery and environment. 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 may be requested to attend evening meetings and work on some Saturdays, Sundays, and holidays.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Avoids politics and partisanship.
- Ensures reliability and consistency of services provided by the Department.



- Assists Public Works Director in drafting Department goals and objectives.
- 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.
- 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 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 Signature Date

Employee Signature Date

Department Head Printed Name Date

Employee Printed Name Date