

Job description

Village of Poplar Grove

Public Works Director

The Village of Poplar Grove (population 5049) seeks a full-time Public Works Director. Under the general supervisor of the Village President and the Village Board, the Public Works Director is responsible for

supervising and directing the work and staff of the Village Public Works Department and overseeing contracted services.

Essential Job Functions Include, but are not limited to:

Preparation of and/or provision of assistance to Treasurer in the preparation of the annual budgets for the departments under their supervision and the administration of said departmental budgets.

Maintaining all Village streets, alleys, parkways, sidewalks, street lighting, village equipment, motor vehicles, signal services equipment, bridges, public grounds, and all buildings belonging to the village.

Responsible for the formulation and coordination of safety and training programs for all public works employees.

Maintain job classifications and employee evaluations.

Responsibility for equipment management and the proper utilization of employees, equipment scheduling and maintenance, and analyzing various ways to increase and improve productivity.

Recommend the adoption of health, safety, and welfare measures as necessary for the community or for the improvement of departmental services.

Attend all regular and special meetings of the Village Board of Trustees.

Enforce all laws and ordinances relating to matters under their control.

Maintain appropriate records for projects under their control. Shall work with the Village Clerk to ensure proper indexing of all records regularly kept in the custody of the public works director, and coordinate his activities with the village engineer with respect to the installation or upgrading of public works facilities.

Monitor road conditions for snow and ice events.

Respond to water, sewer, streets emergency situations 24/7.

Perform such other duties as may be required by the Village President.

Minimum Qualifications:

The person appointed as the Public Works Director shall have:

- A minimum of Five (5) years of experience in public works or related supervisory experience;
- Knowledge of (License not required) Class 1 wastewater and Class C water systems, operator preferred.
- Possess a State Class B Commercial Driver's License (CDL) w/Air Brakes
- Have completed and received a Bachelor's Degree preferred in Engineering, Public Administration or other related fields (can have equivalent experience in lieu of degree).

Application Process: Interested and qualified candidates should submit a resume with a cover letter, and above referenced documentation to Village of Poplar Grove, 200 N. Hill St. Poplar Grove, IL 61065

This is a salaried position. Pay rate \$75,000 - \$85,000 depending on experience. Full benefits are provided, including IMRF pension participation.

Job Type: Full-time

Salary: \$75,000.00 - \$85,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday
- On call
- Weekend availability

License/Certification:

- Driver's License (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: Multiple locations

Closed



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Application Settings

Application method

Email

Require resume

Yes

Application updates

treasurer@villageofpoplargrove.com

Also send an individual email update each time someone applies.

Candidates contact you (email)

Yes, at email address provided

Details

Posted: April 8, 2022

Views: 0

Applications received: 12 total

Budget



Job budget: Not sponsored

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