

**VILLAGE OF POPLAR GROVE
PUBLIC WORKS DIRECTOR
Full-Time - Exempt**

POSITION DESCRIPTION:

To plan, direct, manage and oversee the activities, projects and operation of the Public Works Department; including street maintenance and construction, preventative maintenance, engineering, building maintenance, water and water service, and coordinate assigned activities. This position shall follow the direction of the Village President and be subject to on-call duty for emergencies. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assume full responsibility for all Public Works Department Services and activities.
2. Assist in the direction and implementation of the Public Works Departments goals, objectives, policies, and priorities as assigned.
3. Plan, direct, and coordinate with the department of personnel a works plan, project assignment, evaluation of work method, allocation of staff accordingly, and assist staff in work projects as required. Additionally, responsible for scheduling and monitoring after hours and emergency issues.
4. Identify training opportunities for Public Works Department personnel and make recommendations to the Village President accordingly.
5. Participate in the development and administration of the Public Works budget, forecasting needed funds for equipment or materials to the Village Treasurer for planning.
6. Assess and monitor the Village infrastructure to provide adequate levels of public service for existing systems and/or future extensions or developments. Additionally inspect road conditions, dispatch plow/salt crews and assist; accordingly, and assist in JULIE locates for water, sewer, and storm sewer as required.
7. Assist in maintaining a safe work environment and support or regular safety training.
8. Maintain and oversee a preventative maintenance schedule for all equipment and infrastructure including but not limited to; water and wastewater infrastructure, sanitary lift stations, buildings, vehicles, and equipment, generators, streetlights, and roadway.
9. Ability to represent the Public Works Department to the general public, coordinating, and responding to sensitive community issues or concerns, and incorporating daily rounds to inspect and oversee the areas or projects throughout the village.
10. Ability to conduct evaluations of department employees annually.
11. Ability to stand, bend, lift, for any prolonged period of time and be exposed to all elements of weather.
12. Attendance and ability to provide written monthly reports to Village Board of Trustees as requested.
13. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, Bachelor's Degree desired, further technical certifications a plus.
2. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
3. Must exhibit strong communication skills.
4. Must possess a minimum Illinois Class B Commercial Driver's License with Air Brakes, in good standing.
5. Increasingly responsible experience in public works management, construction, or related field.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.