



Position Description

Job Title	Assistant Public Works Director/Village Engineer
Department	Public Works
Employment Status	Full Time
Exempt/Non Exempt Status	Exempt
Union	Non-Union
Date Approved/Revised	July 24, 2019

Scope of Work

The position assists the Director of Public Works in the management, planning, organization and direction of the Public Works Department. In the absence of the Director, this position will assume the duties of the Director. This position takes a leadership role in, and is provided considerable latitude to carry out, operational management and leadership responsibilities including: the development of short and long term goals; compliance with all Federal, State and local agency rules, regulations, and safety requirements; development and implementation of the budgets; and promotion of a positive image of the Village and Department at all times.

This position will direct, manage, supervise, and coordinate the operations of the Public Works Engineering Division by providing highly responsible and complex administrative and professional engineering support to the Public Works Director, other divisions in Public Works, and other Village departments and officials. This position requires advanced, highly responsible professional, administrative and managerial work involving special and ongoing assignments of a programmatic, administrative, and technical nature, monitoring program results and recommending policy or procedure modifications to the Public Works Director as well as other Village officials. Responsibilities include coordinating assigned activities with other departments, divisions, outside agencies, and the general public.

Supervision

Received	Public Works Director
Exercised	Civil Engineer, Engineering Technician, Engineering Intern and entire Department in the absence of the Public Works Director.

Essential Job Functions

- Assists in the planning, development and execution of the Department's operations by overseeing the Engineering Division through performing research, reporting, and policy formulation; completing key staff assignments; and coordinating and monitoring of Village services and operations.
- Reviews, manages and signs for the design and construction of public improvements for the Village as well as right-of-way permits.
- Assists in the planning, design and construction of public improvements including street, water and wastewater projects, ensuring projects meet cost, time and quality standards.
- Oversees the inspection of public improvements and private construction projects to monitor progress and ensure conformance to engineering plans, specifications and construction and safety standards, including review and approval of change orders or on-site modifications.
- Prepares, directs and oversees the preparation of engineering studies, plans, specifications, permitting, bidding, and inspection for Public Works improvements and/or development projects completed by Village staff and/or consultants.
- Utilizes computer-assisted engineering and design software, such as, Geographic Information Systems (GIS), AutoCad, and utilizes equipment to prepare engineering and design documents.
- Coordinates with the Community Development Department and oversees the Public Works review of engineering plans and specifications, annexation and Planned Unit Development agreements and the construction inspection associated with private development projects to maintain compliance with Village standards regarding public improvements, utilities, stormwater management, and other conditions of public interest.
- Oversees and works closely with Public Works staff in the prioritization of improvements to the Village's roadway infrastructure.
- Evaluates programs and projects for grant applications.
- Coordinates the administration of Public Works programs/projects with all Public Works divisions and other Village departments.
- Prepares, coordinates, monitors and executes the Village's capital improvement budget and other budgets in accordance with Village procedures and priorities.
- Represents the Village on various boards and organizations on the local, regional, and state levels.
- Assists with personnel management including supervision, recruitment, performance assessment, enforcement of work rules, employee and labor relations, disciplinary action, grievance procedures, monitoring productivity and conduct, staff training, success planning, time and attendance, and related activities.
- Provides technical assistance to other Departments.
- Manages the Village's compliance with stormwater ordinance, reviews and approves stormwater permits and/or manages Village consultants who may perform this work
- Administers the Village's National Pollution Discharge Elimination System (NPDES) permits including the preparation and completion of required activities, reports, and permits.
- Administers the National Flood Insurance Program requirements for floodplain developments. Monitors and reviews improvements to properties identified on floodplain maps.
- Assist with floodplain education efforts, providing flood status letters, interpretations of flood maps and topographic maps. Provide drainage inspections of properties upon request.

- Oversees the Department's Geographic Information System (GIS), including appropriate infrastructure updates, creation of new data and overall opportunities for technology advancement in field applications.
- Maintains safe working conditions, and the effective application of policy, recommending appropriate management responses to each situation. Oversees subordinate departmental staff in the application of proper worker safety and procedures as well as Village safety policies and in performing daily work activities. Follows safe work practices.
- Prepares and oversees the preparation of appropriate reports for other governmental entities.
- Exercises responsibility for the development, implementation and ongoing administration of the Department's risk management program.
- Prepares Village Board agenda items, reports, newsletter items, and draft ordinances and resolutions; attends and presents information at Village meetings.
- Oversees various Village contracts and agreements for which the Department is responsible, ensuring contracted agents are compliant with the provisions of their contracts and providing adequate service to the organization and the community.
- Reviews and responds to questions, comments, complaints and requests for service from the general public, Village employees, and vendors including investigating the cause of the problem and facilitating a solution.
- Provides effective and efficient customer services and promotes and maintains responsive community relations, constructive working environment and foster pride and professionalism in the workplace and community. Represents the department and Village in a friendly, courteous and professional manner at all times.
- Composes correspondence; interprets administrative policy, receives inquiries from the public and furnishes information requested or refers the inquiry to the appropriate department, governmental unit or community resource.
- Develops, recommends, revises and enforces organizational and departmental rules, regulations, policies and procedures including but not limited to standard operating procedures, emergency operations, safety and skills enhancement, professional development training and other related activities.
- Performs evening and weekend work as may be demanded required by job duties including being available to be on-call to respond to emergency situations.
- Possess a proactive disposition with the ability to understand, identify, and discern problems, circumstances, activities, processes or other events that may/will affect the Village or department and effectively keeping the Director apprised of concerns.
- Analyzes, recommends, designs, and maintains procedures to manage department records efficiently and effectively.
- Keeps abreast of new development and techniques in civil/municipal engineering as it relates to transportation/traffic, sewer collection, water distribution, stormwater management and wastewater through membership in professional organizations and attendance at technical conferences and seminars as approved by the Public Works Director.

Other Job Functions

- Performs other duties as assigned.

Requirements of Work

Graduation from a four-year college or university with a Bachelor's degree in civil engineering or related field, registration as a licensed P.E. in Illinois, including a minimum of five years of progressively responsible experience in a Public Works or civil engineering capacity and a minimum of three years supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Village government organizations, functions and problems.
- Principles and practices of municipal public works engineering, laws, ordinances and statutes as well as civil engineering, municipal improvements, streets, water, wastewater, sewer, and stormwater management.
- Construction and maintenance methods, materials, and equipment as employed in public works/utilities activities.
- Budget development policies and procedures. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the department.
- Community resources and of the resources of other governmental units.
- Preparation of plans, designs, estimates, and specifications for construction work and review of development plans and permits
- Federal, State, and local codes and ordinances.
- Report writing and preparation of technical documents.
- Principles and practices of supervising, managing and motivating people.
- Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

Ability to

- Fulfill all job responsibilities with honesty and integrity and demonstrate professional and ethical conduct in all employment matters.
- Develop work methods and procedures with initiative and good judgement.
- Be resourceful and demonstrate situational awareness when facing new challenges.
- Handle multiple tasks simultaneously and in a timely manner.
- Plan for future public works improvements and Village facilities' needs.
- Conduct in-depth analysis of departmental problems and to develop and present sound conclusions and recommendations.
- Speak and write effectively and to produce persuasive arguments putting forward proposed public policies with considerable administrative and management ability.
- Represent the Village at meetings and hearings related to public works projects.
- Stay current on state and federal laws and regulations, particularly as they apply to public works.
- Establish and maintain effective working relationships with Village officials, employees, officials of other governmental bodies and Village contractors, engineering firms, suppliers, and the general public.
- Treat all people with dignity and respect.
- Express ideas on technical subjects clearly and concisely, in such a way that laypeople can understand abstract engineering ideas, both orally and in writing.
- Provide information about the need for various infrastructure improvements.

Skill in	<ul style="list-style-type: none"> • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so. • Dealing directly with citizens with regard to their engineering related problems. • Negotiating, public speaking and conflict resolution. • Being an effective leader by efficiently organizing, directing, and coordinating the activities, personnel, and equipment of a multi-functional Public Works department, including strong project management skills.
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Necessary Special Requirements

- Possession of a valid Illinois Driver’s License
- Licensed Professional Engineer Licensure with the State of Illinois
- National Incident Management System (NIMS) training as required.
- Registration as a Certified Floodplain Manager (C.F.M.) is desired, but not required.

Physical Demands

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

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of job related equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Physical ability to walk; sit; climb or balance; stoop, kneel, crouch, crawl; and smell.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions such as wet, hot, humid and/or cold conditions with exposure to dirt and dust during site visits to construction projects. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration, disagreeable odors and high levels of noise.
- Physical ability to see close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Physical ability to hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.
- Prolonged periods of concentration, proofreading and extensive computer work.