



## Position Description

<b>Job Title</b>	Director of Public Works
<b>Department</b>	Public Works
<b>Employment Status</b>	Full Time
<b>Exempt/Non Exempt Status</b>	Exempt

### Scope of Work

This is highly responsible administrative and professional work involving the direction, organization and management of the Village of Roselle's Public Works Department. Responsibilities include planning, organizing, directing and coordinating the activities of the Department's Street Maintenance, Wastewater Collection and Treatment, Water Distribution, Municipal Building and Fleet Maintenance, and Engineering functions.

### Supervision

<b>Received</b>	Village Administrator
<b>Exercised</b>	Direct over all Public Works Superintendents, Civil Engineer and Administrative Assistant and over all other Public Works Department personnel through subordinate supervisors

### Essential Job Functions

- Plans and directs all operations of the Public Works Department.
- Supervises the construction, maintenance and clearing of all Village streets (approximately 72 miles), storm drainage, sidewalks and alleys.
- Devises, adjusts and oversees the execution of plans for debris (e.g., leaves) and snow removal.
- Coordinates a fleet maintenance program, directing the mechanical repair of police emergency vehicles, light and heavy duty trucks, and construction or fire equipment.
- Oversees the maintenance of an inventory of supplies used in the repair of Village vehicles, confers about having work sent outside the Village garage, and helps other line departments prepare equipment or vehicle specifications for new purchases.
- Manages the care and improvement of the trees, turf and landscaping on the Village's public grounds, easements or rights-of-way and parkways (the area between the street and the sidewalk).
- Manages the propagation, planting and transplanting of trees, shrubs, flowers, etc. in Village parkways and on other public grounds (such as esplanades and traffic islands), as well as the mowing and care of

parkway grass and designated storm water detention/retention areas on park property.

- Directs operations of the Water Distribution, Sewage Collection and Wastewater Treatment Divisions.
- Regulates the use of Village properties by the various public utilities.
- Oversees the maintenance and repair of pumps and lift stations, treatment facilities, water mains, and sewer collection lines to ensure a safe and adequate supply of potable water and the proper treatment of sewage and of excess storm water effluent.
- Ensures both water and wastewater treatment operations fulfill all State and Federal regulatory and operating permit requirements.
- Issues permits to make open cuts in Village streets to service, repair or extend a public utility.
- Directs the Village's engineering efforts through oversight of the Civil Engineer's program administration functions and consultant liaison activities.
- Delegates most day to day engineering and project scheduling/coordination activities to the Civil Engineer.
- Oversees contracting with design consultants, participating in the review and approval of engineering plans and specifications developed for major capital improvement projects or to deal with special and unique problems.
- Ensures construction project bidding is conducted in accordance with all appropriate policies, rules and regulations.
- Ensures Civil Engineer's inspection of ongoing and completed capital improvement projects is performed up to quality standards.
- Works with the Civil Engineer in the preparation of the annual motor fuel tax fund street resurfacing/reconstruction program plan.
- Prepares annual budgets for submission to the Village Administrator and reviews and approves requests for work, materials, contracts and purchase of services (such as surveying work) and commodities within approved budgetary guidelines.
- Prepares special operating reports for the Village Board and/or the Village Administrator.
- Reviews questions and public complaints that affect the Department.
- Interacts with outside transportation agencies.
- Determines staffing levels needed to fulfill the Village's service level expectations.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from a four year college or university with a bachelor's degree in Civil Engineering, including or supplemented by seven to ten years' experience in progressively responsible work in public works administration functions (including or supplemented by one year of managerial or supervisory experience), construction experience in the private sector is highly desirable; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

#### **Knowledge of**

- Construction and maintenance methods, materials, and equipment as employed in public works/utilities activities.

	<ul style="list-style-type: none"> <li>• The principles and practices of municipal public works engineering.</li> <li>• Public works administrative practices and procedures and of public works management.</li> <li>• Public works project planning, development and construction.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Plan for future public works improvements and Village facilities' needs.</li> <li>• Delegate and distribute personnel.</li> <li>• Review the work of various operating divisions.</li> <li>• Establish and maintain effective working relationships with Village officials, employees, and officials of other governmental bodies.</li> <li>• Meet and work with contractors, engineering firms, suppliers, and the general public.</li> <li>• Express ideas on technical subjects clearly and concisely, in such a way that laymen can understand abstract engineering ideas, both orally and in writing.</li> <li>• Represent the Village before the citizenry at public meetings or hearings on proposed public works projects.</li> <li>• Provide information about the need for various infrastructure improvements.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Dealing tactfully, courteously and professionally with all whom the position must come in contact, exercising sound and effective judgment in doing so.</li> <li>• Dealing directly with citizens with regard to their engineering related problems.</li> </ul>

### **Necessary Special Requirements**

- Possession of a valid Illinois Driver's License by the time of employment.

### **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 office 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.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- 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. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.