


Village of Roselle Position Description 	Job Title	Public Works Manager - Wastewater
	Department	Public Works
	Employment Status	Full Time, Non-Union
	FLSA Status	Exempt
	Date Approved/Revised	November 18, 2019

Scope of Work

This position is responsible for executive, managerial, and supervisory work directing the overall operations of assigned areas of responsibilities within the Public Works Department. Assignments may include, but are not limited to the following areas of responsibility: wastewater, water, streets, forestry, building maintenance, and fleet. The Public Works Manager manages a team of personnel and resources to efficiently and reliably provide services along with a high level of customer service. Further duties include assisting the Department Director with supervising, planning, organizing, and directing the programs, activities, and operations of the Public Works Department with other departments, divisions, outside agencies, and the general public and in compliance with all local, state, and federal laws, policies, rules and regulations.

Supervision

Received	Public Works Director
Exercised	Directly supervises employees in Operators Bargaining Unit. May serve as Acting Assistant Public Works Director and/or Director of Public Works at the discretion of the Director.

Essential Job Functions

- Plans, directs, coordinates and controls the day-to-day operations of assigned Public Works activities. Identifies the appropriate stakeholders and involves them in the process. Establishes clear objectives.
- Anticipates existing or potential problems, circumstances, activities or events which may/will affect the department and/or organization and keeps the Director and/or Assistant Director apprised of them.
- Provides input, develops, maintains, enforces, and implements work processes, policies, programs, procedures and methods to maximize operational effectiveness and efficiency.
- Demonstrates initiative to proactively track a variety of complex responsibilities and see them through to effective and timely completion.
- Contributes to short-term and long-term planning for the Department.
- Routinely inspects equipment and facilities and addresses deficiencies or provides recommendations for improvements.
- Manages and oversees contractual agreements and private service providers to ensure compliance with the contracts including the review and approval of change orders or on-site modifications.

Essential Job Functions (Continued)

- Identifies redundancies in contractual services across the Public Works Department and works with other Public Works Managers, Assistant Director and/or Director to create and issue Bids, Request for Proposals (RFPs) and work quotations that take advantage of economy of scale.
- Ensures personnel are adequately trained and licensed; provides appropriate feedback and guidance to personnel on training needs; develops and seeks opportunities to empower staff to achieve their fullest potential and attend training sessions and conferences.
- Provides leadership through example, and by sharing skills and knowledge
- Coordinates with the Director on staffing and personnel needs. Makes recommendations, participates, and takes action in personnel matters including hiring, performance evaluations, and discipline.
- Participates in the collective bargaining process through administering the collective bargaining agreement, serving on the management contract negotiations team, and participating in the grievance procedure process.
- Establishes and communicates clear and meaningful performance standards and expectations to employees. Gives appropriate feedback to employees regarding work strengths and accomplishments as well as areas to be improved.
- Performs annual performance evaluations of subordinates including setting goals and objectives. Reviews evaluations made by employees of their subordinates; identifies and addresses performance problems directly and appropriately. Takes prompt appropriate corrective action; provides staff development as needed and follows through on resolving the problems.
- Provides enhanced interaction between management and employees through regular contact with employees. Promotes and demonstrates a high level of involvement with team members in the development of team goals. Plans and conducts regular meetings with employees within the divisions to ensure open and up-to-date communication.
- Prepares and monitors selected department budgets.
- Oversees the estimation of amounts and costs of materials needed for jobs and supplies. Purchases supplies and equipment needed for department operations. Oversees the processing of invoices, vouchers, purchase orders, and contract/bids for payment. Ensures proper accounts payable procedures are followed and understood.
- Ensures various records on operations, maintenance and equipment servicing and life are properly maintained.
- Maintains on call availability for emergency situations and/or coordinates response to after-hours or emergency situations.
- In case of emergency, performs responsible duties in the planning and execution of emergency operations. Participates in emergency task groups to assist in developing the department's emergency and safety procedures.
- Provides effective and efficient customer service; promotes and maintains responsive community relations. Investigates service concerns and deals directly with the public and/or staff to resolve service disputes and provides the highest quality of service in an impartial manner within the policies and framework established by the Village. Promotes a positive Village image, constructive working environment, and fosters pride and professionalism in the workplace and community.
- Provides regular written reports to the Director of Public Works.

Essential Job Functions (Continued)

- Communicates risk policies, procedures, and processes; oversees proper worker safety; provides safety education and training; identifies potential risks; recommends and implements policies and procedures to support organizational safety goals and objectives.
- Follows safe work practices and adheres to Village safety policies.
- Facilitates and participates in Safety Committee meetings to ensure compliance with bargaining unit policies, OSHA regulations and training requirements. Reviews, investigates and signs off on workplace accident investigation reports.
- Investigates, evaluates, and analyzes existing and proposed activities in order to improve department services, increase job productivity, and lower operational costs. Assists and trains employees in the effective use of facts, data, and objective analysis for use in decision-making and for process improvement. Implements plans for improvement taking into consideration the impact of the changing conditions and makes an accurate assessment of the results.
- Prepares agenda items and makes presentations to the Village Board, committees or public presentations.
- Represents the Department on various inter-agency committees and community interaction.
- Updates, creates and administers applicable Village codes, standards and specifications.
- Stays abreast of new trends and innovations in public works and all associated regulations, policies and laws.
- Provides input and assists in the development, maintenance and enforcement of the Village's and/or department's policies and procedures, standard operating guidelines, etc.
- Coordinates maintenance and construction activities with other departments, divisions, outside agencies and the public.
- Coordinates with Assistant Director of Public Works and the Community Development Department in the review of engineering plans, specifications and construction inspection associated with new subdivision development, right-of-way permits and site plans.
- Selects, oversees or directs consulting engineers regarding the preparation of studies, plans, specifications and construction inspection on new subdivision development and municipal sponsored Public Works projects/programs.

Wastewater:

The Public Works Manager Wastewater position is responsible for executive, managerial, and supervisory work directing the overall operations of the Village's two wastewater Treatment Plants and sanitary collection system including lift stations. The Public Works Manager manages a team of personnel and resources to efficiently and reliably provide services along with a high level of customer service and compliance with all local, state, and federal laws, policies, rules and regulations. Further duties include assisting the Department Director with supervising, planning, organizing, and directing the programs, activities, and operations of the Public Works Department with other departments, divisions, outside agencies, and the general public.

- Plans, assigns, manages, directs and supervises the work of employees within the Public Works Wastewater Division who are engaged in the operation, maintenance and mechanical repair of plant equipment and facilities, including skilled mechanical work, minor electrical work and laboratory testing.

Essential Job Functions (Continued)

- Maintains current knowledge of environmental, wastewater treatment and laboratory testing development and techniques.
- Keeps appropriate records and analyzes operating records to determine treatment plant efficiencies, methods of improving plant performance and preventing equipment failure.
- Provides engineering design advice and guidance on maintenance and placement of equipment and on complex process and engineering problems.
- Satisfies and maintains all testing and reporting requirements in an accurate and timely manner, meeting all regulatory requirements.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university, including or supplemented by a minimum of 10 years of experience in public works operations; minimum of 5 years of supervisory experience; or any equivalent combination of education, training, and experience which provides the following knowledge, ability and skills:

Knowledge of

- Principles, practices, policies, procedures, methods, tools and materials used in municipal public works operations.
- Operational and preventative maintenance practices applicable to Village-owned equipment, infrastructure, and facilities.
- Process improvement and quality control.
- Principles and practices of effective employee supervision and coaching.
- Collective bargaining agreements.
- Applicable local, state and federal laws and regulations.

Wastewater:

- Principles and practices of wastewater treatment, pumped systems, environmental laboratories, sewer collection, lift stations and engineering.
- Laboratory procedures required to satisfy regulatory requirements.
- Current and proposed laws, statutes, rules, regulations, policies and procedures relating to wastewater treatment and solid waste as established by USEPA, Illinois EPA, Village and other regulatory and/or local jurisdictions, or the ability to learn.

Requirements of Work (Continued)

Ability to

- Organize, supervise and inspect the work of employees.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with subordinates, peers, intergovernmental partners, elected officials, and the general public.
- Understand and follow complex oral and written instructions, as well as read and understand engineering plans, specifications, blueprints, diagrams and as-built drawings
- Critically analyze and process problems and to use sound judgment in arriving at an effective and appropriate solution.
- Keep accurate records and prepare routine reports from such records.
- Communicate management and process design concepts to consultants and governmental agencies.
- Receive, handle and complete confidential submissions, records, reports and data with the utmost honesty, integrity and confidentiality in an ethical and professional manner.
- Handle multiple tasks simultaneously and in a timely manner.
- Interpret an extensive variety of engineering instructions and deal with several abstract and concrete variables.
- Prioritize, organize and delegate assignments in a timely manner.

Skill in

- Establishing long-range goals and objectives.
- Developing maintenance programs.
- Policy development and implementation.
- Evaluating procedures and standards.
- Developing and implementing safety procedures and training programs.
- Preparing and overseeing detailed budgets.
- Dealing tactfully, courteously and professionally with all with whom the position must come in contact and exercising sound and effective judgment in doing so.
- File management and organizational skills.
- Negotiating, public speaking and conflict resolution.
- Personal computer usage including effectively utilizing Microsoft Word, Excel, PowerPoint, Outlook, GIS, etc.
- Written and verbal communication including the ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents or respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; and to write speeches and articles for publication.

Necessary Special Requirements

- Possession of a valid Illinois Driver's License.
- Depending upon the activities assigned to the position, the following may be required:
 - As issued by or acceptable to the Illinois EPA:
 - Possession of applicable Class 1 Wastewater Treatment Plant Operator License, or receipt of one within twelve (12) months of commencing employment or transfer into position. A minimum of a Class II Wastewater Treatment Plan Operator's Certificate at time of application and commencing 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 in both an office and outdoor 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, balance, stoop, kneel, crouch, crawl, or smell.
- The employee must occasionally lift and/or move more than 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, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.