



Human Resources Department
301 E Irving Park Road
Streamwood, Illinois 60107
630-736-3800 (TDD - 630-736-3798)

Job Announcement Assistant Public Works Director

The **Village of Streamwood**, Illinois, seeks qualified candidates for the position of Assistant Public Works Director.

Responsibilities

This is highly responsible, professional and administrative work involving assisting the Director of Public Works in planning, directing, administering, and supervising programs and activities of the department, including village street maintenance and plowing, landscaping, forestry, mechanics, maintenance, electrical, storm and sanitary sewer maintenance, water operations, administrative, clerical and engineering and construction projects. Assist in performing functions of Assistant Village Engineer including engineering plan review for new developments, and construction projects on Village ROW. Assist in preparing engineering plans, specifications and bid documents for public improvements constructed in the Village. Assist the department in administering and meeting regulatory compliance with all jurisdictional agencies such as IEPA, IDNR and MWRD. Assist in supervising construction of public improvements in new developments and on Village sponsored projects. Supervision is exercised over professional, technical, and clerical personnel. Work is performed under the administrative direction of the Director of Public Works.

Qualifications

Successful candidates will possess a demonstrated record of accomplishment, have strong leadership abilities, able to make decisions pertaining to staff and procedures, and set a positive example of competence, professionalism and work ethic to the organization and community. Candidates must have a Bachelor's degree (B.S.) from an accredited college or university in civil engineering; registration as a Professional Engineer in the State of Illinois or equivalent experience; four to seven years related experience and/or training. Thorough experience in municipal civil engineering work including considerable experience in a supervisory or managerial capacity. Knowledge of modern supervisory, management, and disciplinary practices and procedures. Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs of the department. Ability to analyze and recommend solutions to complex engineering problems. Thorough knowledge of construction contract administration and estimating of cost of construction work.

Salary Range

\$86,611-\$136,525. Excellent benefits including pension plan, health and dental insurance.

Application Submission

Please submit Village employment application, resume, and cover letter to: Karen Gray, Human Resources Coordinator, 301 E Irving Park Road, Streamwood, Illinois 60107. Employment application is available at www.streamwood.org. Position remains open until filled. Equal Opportunity Employer.

Questions Concerning the Application Process

Questions concerning this application process can be addressed Human Resources, 301 East Irving Park Road, Streamwood, Illinois 60107. Telephone: (630) 736-3804. Email: kgray@streamwood.org.

Village of Streamwood Job Description

Job Title: Assistant Director of Public Works
Department: Public Works Department
Reporting Structure: Reports to the Director of Public Works
FLSA Status: Exempt
Approved Date: October 2019

JOB PURPOSE STATEMENT

This is advanced administrative and managerial work in planning, organizing and directing various activities of the Department of Public Works. This position provides leadership and supervision of the Divisional Foremen and Lead Forman in the absence of the Public Works Director. In addition, this position works closely with outside governmental agencies, consultants and contractors.

Work involves assisting the Director of Public Works in planning, directing, administering, and supervising programs and activities of the department, including village street maintenance and plowing, landscaping, forestry, mechanics, maintenance, electrical, storm and sanitary sewer maintenance, water operations, administrative, clerical and engineering and construction projects. Assist in performing functions of Assistant Village Engineer including engineering plan review for new developments, and construction projects on Village ROW. Assist in preparing engineering plans, specifications and bid documents for public improvements constructed in the Village. Assist the department in administering and meeting regulatory compliance with all jurisdictional agencies such as IEPA, IDNR and MWRD. Assist in supervising construction of public improvements in new developments and on Village sponsored projects. Supervision is exercised over professional, technical, and clerical personnel. Work is performed under the administrative direction of the Director of Public Works.

SUPERVISORY RESPONSIBILITIES

Supervise employees in the Public Works Department in the absence of the Director of Public Works. Carry out supervisory responsibilities in accordance with the Village's policies and applicable laws. Responsibilities include assisting the Civil Service Commission with interviewing and hiring prospective employees; assisting with training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This description should not be construed to contain every function / responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

Assist with the planning, coordinating, directing and supervise the programs and activities of the department.

Assist with the interpretation of Village policies and the development and implementation of appropriate department rules, regulations, and policies; Assist with establishing and maintaining asset management program, record keeping procedures, methods, safety and standard operating procedures.

Assist with preparing and administering the departmental operating budget; assist with developing long-range plans for facilities and infrastructure improvements; coordinating and administering capital improvement programs.

Assist with reviewing and approving the requisition of equipment, materials, and supplies; approving departmental expenditures.

Assist with training, supervising, and evaluating the performance of department staff through subordinate supervisors.

Assist with preparing plans, specifications, and cost estimates for purchase of various equipment and vehicles, and for construction and repair projects; receives and analyze bids and prepares written recommendation to the Village Manager.

Inspect and observe capital and maintenance projects and operations to monitor progress and ensure conformance to engineering plans, specifications, and any jurisdictional agency standards

Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Assist residents and coordinate public relations for projects.

Assist with supervising construction projects, providing layout of projects and grades; developing standards for project quality and timeliness.

Assist with directing and supervising snow and ice control operations, main break, and other emergency operations as required.

Attends Village board and commission meetings, and meetings of state and regional agencies; receives citizen complaints and requests; responds to requests for information and assistance from citizens and outside agencies and organizations when necessary.

Promotes and maintains responsive community relations.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs special projects at the direction of the Director of Public Works.

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.

While performing the duties of this job, the employee is regularly required to remain in a stationary position approximately 50% of the time; occasionally move about the offices and buildings; observe and assess documents and equipment; position oneself on and operate machines, tools, equipment, software as identified below and communication with others. The employee must regularly move items weighing up to 10 pounds and move items weighing up to 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and normal office conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from an accredited college or university in civil engineering; registration as a Professional Engineer in the State of Illinois or equivalent experience; four to seven years related experience and/or training. Thorough experience in municipal civil engineering work including considerable experience in a supervisory or managerial capacity. Knowledge of modern supervisory, management, and disciplinary practices and procedures. Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs of the department. Ability to analyze and recommend solutions to complex engineering problems. Thorough knowledge of construction contract administration and estimating of cost of construction work.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE The machines, tools, equipment (office and industrial) and software that are used when performing the essential functions of this job include the following: Tools and equipment specific to civil engineering, surveying and drafting; personal computer, calculator, fax machine, telephone; Microsoft Office Suite software, CAD, GIS and specific software developed for the Village.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Illinois Drivers License.

Registration as a Professional Engineer in the State of Illinois or equivalent experience.

ATTENDANCE REQUIREMENTS Attendance is required for a 40 hour work week. May need to attend meetings or emergencies outside of normal work hours. Attendance at Village Board Meetings and Village Commission meetings is also required.

This job description is subject to change at any time and nothing in this job description restricts management's right to assign or reassign tasks, duties and responsibilities to this job at any time, regardless of whether the change or assignment has been made verbally or in writing.