



JOB DESCRIPTION

Department: Public Works / Village Hall

Location Village Hall: 21801 Torrence Ave

Job Title: Public Works Director

Classification: Exempt

Pay Range: \$TBD

Job Summary

The Public Works Director will perform highly responsible work directing and managing the Village's public works operations and systems, including but not limited to: constructing, repairing and maintaining Village streets; providing for the proper operation of Village's wastewater treatment system; providing for the proper operation of the Village's water system; maintaining the Village's storm drainage system; and supervising the Village's public works personnel. The Public Works Director shall be responsible for the efficient operation of the Village's Public Works department.

Essential Job Functions

- Assigns work crews to repair, replace, or construct new water mains; installs or replaces user water taps. Performs required water testing in accordance with state/federal standards.
- Plans, schedules, assigns, and directs the work at the water and wastewater treatment systems. Ensures that all motors, pumps, and equipment are properly functioning, and the water and wastewater treatment is in compliance with the appropriate state and federal criteria and standards. Performs required state/federal effluent testing when appropriate and necessary.
- Ensures that all Public Works employees receive appropriate safety training and that the employees observe appropriate safety standards and precautions.
- Plans, assigns, and directs work related to street improvements and construction: inspects work progress, materials, procedures, and safety at work sites; assigns work crews to patch roads, grade shoulders, seal coat roads, remove snow, cut weeds and grass, spread gravel and the like.
- Supervises the maintenance and repair of Village-owned vehicles and equipment. Ensures that all equipment and vehicles are serviced and maintained in accordance with appropriate specifications and preventative maintenance schedule. Shall oversee all vehicles and scheduling how they will be used, within guidelines set by the Village Council.
- Requisitions supplies, materials, and equipment in accordance with Village Council's approved purchasing/budget policies.
- Processes and approves public works employees' time sheets, performance evaluations, and other personnel-related functions.
- Prepares public works department budget and long-range capital improvement plans, in cooperation with the Village Council.
- Works in close cooperation with the Mayor in determining project priorities and direction of the public works department.
- Attends conferences and seminars to keep abreast of current public works and supervisory trends and techniques.
- Maintains working relationships with the Village Council, citizens, employees, vendors, other government agencies, and contractors.
- Plans, directs, coordinates, and assigns work for the maintenance of the water transmission and distribution system.
- Assigns work crews to repair, replace, or construct new water mains; installs or replaces user water taps. Performs required water testing in accordance with state/federal standards.
- Hires Public Works employees in close cooperation with the Mayor and Human Resources, in accordance with the Village's personnel policies and practices. Also, responsible for managing and processing all attendant personnel problems/issues within the Public Works department.

- Remains on-call to handle emergency situations or ascertains that qualified personnel are on call.
- Attends Village Council meetings as required and necessary. Prepares monthly written status reports detailing department activities, issues, and project status.
- Perform general management duties and other duties as assigned.

Physical Requirements

- Job requires individuals to operate vehicles: snowplow, grader, steamer, rodder machine, and other equipment and tools associated with the position.
- 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 daily to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell. The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 100 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus.

Requirements - educational, certifications and experience

- Associates degree in a science/math/engineering-related field
- Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, park, or storm drainage systems including the operation of related maintenance equipment, or any equivalent combination of education or experience.
- Minimum five (5) years of supervisory experience.
- A valid Illinois driver's license.
- A valid Class D Wastewater Certification issued by the State. Preferred
- A valid Class D Water Operation Certification issued by the State. Preferred
- Maintains ongoing education with pollution and the health department to retain license.
- Experience in equipment operation (street maintenance equipment, truck, loader, grader, tractor, mower, etc.)
- Experience in equipment maintenance and repair (welding, hydrant maintenance, water line maintenance, road repair, tree removal, pool maintenance, general plumbing, etc.)
- Knowledge of road, street and facilities construction, maintenance, repair, construction equipment and required materials.
- Knowledge of water distribution and transmission systems, wastewater system operation and maintenance.
- Knowledge of water and sewer related construction, eg, water and sewer lines, pipes, valves, and taps.
- Ability to compile, maintain and file accurate records.

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.