



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification:	Public Works Director
Department/Division	Public Works /Administration
Employment Status:	Full-time
Annual Salary/Grade:	\$130,000 - \$190,000 +/- DOQ/Grade 16-PM
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A

Deadline for Application: **Open Until Filled**

POSITION SUMMARY:

The Public Works Director will plan, direct, manage and oversee the operations and activities of the Public Works Department including street maintenance; traffic control systems, signals, and markings; solid waste collection and disposal activities including refuse, recycling, composting, and hazardous waste programs; urban forestry operations; water distribution and wastewater collection systems; civil engineering and capital improvement program implementation; procurement, management, and maintenance of the Village's fleet; and construction, operation, and maintenance of Village-owned facilities and related electrical and mechanical systems; will coordinate assigned activities with other Village departments and outside agencies; and provide highly responsible and complex administrative support to the Village Manager.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=486757336>. For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the operations and activities of the Public Works Department including street maintenance; traffic control systems, signals, and markings; solid waste collection and disposal activities including refuse, recycling, composting, and hazardous waste programs; urban forestry operations; water distribution and wastewater collection systems; civil engineering and capital improvement program implementation; procurement, management, and maintenance of the Village's fleet; and construction, operation, and maintenance of Village-owned facilities and related electrical and mechanical systems; to coordinate assigned activities with other Village departments and outside agencies; and to provide highly responsible and complex administrative support to the Village Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Village Manager.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF DUTIES—*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Assume full management responsibility for all Public Works Department services and activities.
2. Manage the development and implementation of Public Works Department goals, objectives, priorities, and policies for each assigned service area.
3. Establish, within Village policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials,



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and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Oversee the development and implementation of the Village Capital Improvement Program, in collaboration with Village departments.
9. Explain, justify, and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Public Works Department to other Village departments, elected officials, and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the Village Manager; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
12. Review sewer, water, and paving plans with the Village Engineer prior to submission of plans to the Board of Trustees.
8. Direct the inspection of Village construction projects related to capital improvement.
14. Provide staff support to assigned boards and commissions.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive public works administration program.

Advanced principles and practices of civil or environmental engineering and administration.

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Plan, organize, direct, and coordinate the work of professional staff.

Hire, supervise, train, lead, motivate, and evaluate professional staff.

Manage employees belonging to collective bargaining groups.



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Delegate authority and responsibility.

Foster a positive, collaborative, inclusive and respectful work environment.

Lead and direct the operations, services, and activities of the Public Works Department.

Develop long-term plans and make major policy decisions on complex technical and administrative problems.

Lead and manage complex infrastructure projects involving multiple partners and community stakeholders.

Identify and respond to community and Village Council issues, concerns, and needs.

Develop and administer departmental goals, objectives, and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience with public works functions, including engineering, design, or construction, with three years of managerial or supervisory responsibility.

AND

Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, environmental engineering, construction management, urban planning, public administration, or a related field. A master's degree is desirable. Other



Public Works Department
Reports to: Village Manager
Non-Union: Exempt
Pay Grade: 16-PM

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combinations of experience and education that meet the minimum requirements may be substituted.

Vaccination against COVID-19 strongly preferred.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Certificate of Registration as a professional engineer from the State of Illinois is desirable.