Village of Glenwood

Job Posting

For

Public Works Director

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1872, and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking a Public Works Director. The Public Works Department, as an integral component of the Village's "first responder" team, collectively prides itself in being a highly trained team of professional, dedicated, hardworking individuals. The Public Works Director will have the leadership skills necessary to lead this team.

Under direction from the Village Administrator, manages and performs responsible supervisory work in planning and directing the operations and maintenance of the water distribution system, sanitary storm sewer system, streets, parkways, buildings and parks. The position directly supervises 10 employees, including a crew leader and water-billing clerk.

The successful candidate will have a minimum of 5 years of relevant supervisory experience in Public Works or similar area, with an associates or technical degree in public administration, civil engineering or related field, and experience in leading professional and skilled teams. A bachelor's degree is preferred. Candidates must also have excellent verbal and written communication, and customer skills.

The salary range for the position is $75,000 to $ 95,000. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, paid sick, vacation and holiday time.

Only emailed packets (application, cover letter and resume with 4 professional references) will be accepted. To apply, email a completed packet to Sandy Chandler, Human Resources schandler@villageofglenwood.com by August 21, 2020.

Applicant submittals should be a single pdf document titled with only first and last name.

JOB DESCRIPTION

Title: Public Works Director

FLSA Status: Exempt

Effective Date: 3/8/2019

GENERAL PURPOSE

Under supervision from the Village Administrator, performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Public Works Department including environmental, maintenance of the water distribution system, sanitary sewer system water, street, traffic control, light, municipal buildings, parks, GIS and other public works projects and programs. The Public Works Director will be on call 24/7 for emergencies.

ESSENTIAL FUNCTIONS:

- Plan and supervises directly or through subordinate in all phases of Public Works functions such as installation, reading, repairs and maintenance of water meter, water lines, storage tanks and pumping stations
- Works as the operator in charge designated by the Village Administrator to comply with all U.S. E.P.A., I.E.P.A. and water reclamation rules and regulations.
- Oversees the maintenance of infrastructure and other records
- Duties also include sanitary sewer, lift stations, storm sewers, maintenance and repairs
- Works in relationship with the Village Engineer for cost estimates of projects
- Plans and recommends projects or improvements to the Village President and Village Administrator
- Directs the maintenance of work schedule, records and reports
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility
- Approves and recommends bills payable
- Approves payroll, contractor's pay and day to day spending within the Public Works Department
- Monitors inter-governmental actions affecting Public Works
- Responsible for hiring of personnel along with any disciplinary action or employee recognition as well as the general safety of each employee maintaining harmony among workers and resolving grievances

MINIMUM QUALIFICATIONS

High School diploma or equivalent

Possession of a Class C Water license

Possession of a CDL class B license

A minimum of 10 years Public Works experience

PHYSICAL DEMAND

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 reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk, hear and smell.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to forty pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually loud.

WORK ENVIRONMENT

While performing the duties of this job the employee often works in outside weather conditions. The employee may occasionally work near moving mechanical parts. The employee may occasionally work in high, precarious places and may be occasionally exposed to wet and/or humid conditions, fumes, airborne particles, and toxic chemicals. The employee may occasionally be exposed to risk of electrical shock.

EQUIPMENT

Hand Tools	Snow Removal Equipment	Snow Plows
Small Gas Powered Tools	1 Ton Dump Truck	Bob Cat
Sewer Jet	Pick-up Truck	Asphalt Roller
Chipper	Back Hoe	Mobile Phone