

# **PUBLIC WORK DIRECTOR**

## **JOB DESCRIPTION**

### **General Description**

Direct and oversee all aspects of the Public Works Department. Plan, organize, implement and supervise activities related to the water system, sanitary sewer system, village streets, storm water system and building and grounds maintenance. Work under the direction of the Public Works Trustee who will advise on village policy and Board of Trustee priorities, and who will also review and evaluate the work of the entire Public Works Department.

### **Duties, Responsibilities, Expectations:**

Duties, responsibilities and expectations, not necessarily limited to the following and not enumerated in any particular order or priority:

- Supervise daily activities of the entire Public Works Department and employees.
- Oversee all road construction and maintenance.
- Oversee the daily operations of water pumping facilities.
- Maintain stockpiles of materials and supplies necessary for public works operation.
- Control the purchasing of materials and equipment necessary in the operation of the department.
- Oversee independent contractors performing work for the Village.
- Develop specifications and bid documents for a variety of public works and utility related designs, construction and maintenance projects; recommend contract awards, negotiates contract provisions and coordinate, review and approve contractor's performance.
- Maintain employee's time sheets and attendance records for the department and other documents, detailed reports, and records as necessary.
- Prepare reports, analyzes and makes recommendations for department projects.
- Ensure water, street, storm water and wastewater systems are operating in compliance with City, State and Federal Laws.
- Prepare and present the annual departmental budget; determine resource needs and financing requests.
- Possess knowledge of safety principles and practices.
- Investigate and respond to complaints by the public regarding conditions of streets, water, sewer, storm drainage and building maintenance.
- Take disciplinary action, up to and including termination, to address performance deficiencies in accordance with the Village's personnel policy.

- Review plans submitted by independent contractors with the Village Engineer.
- Review plans and monitor developments related to public works and utility matters and evaluate their impact on the Village.
- Represent the Village on a wide variety of issues pertaining to public works and utilities.
- Provide animal control, catching nuisance animals.
- Review projects for land restoration and site improvement escrow releases.
- Work with developers and builders regarding development matters including plan review and determining infrastructure needs.

**Desired Minimum Qualifications:**

- Direct relevant formal education and experience.
- Knowledge of street construction and maintenance, water and sewer system operation and maintenance, grounds maintenance, and building maintenance.
- Read and interpret blueprints.
- Communicate effectively and accurately, orally and in written form, including proper spelling and grammatical skills.
- Perform and/or manage multiple tasks, projects and priorities concurrently.
- Be efficient, a self starter, an independent worker, a detail person, and possess good work habits...

**Necessary Special Qualifications:**

- Obtain a Class C water license and Class B CDL within 6 months.
- Be on call along with all Public Works employees.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position, if the work is similar, related, or logical assignment to the position.
- A background investigation, employment physical and alcohol/drug screening tests will be required as conditions of employment.

Please send resume to: Village of Posen  
 2440 W. Walter Zimny Dr  
 Posen, Illinois 60469  
 ATTN: President Donald W. Schupek