ASSISTANT 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 activities and operations of the Public Works Department including street and street lighting maintenance, refuse/recycling/yard waste/compost disposal, forestry operations, water supply and distribution, sewer collection systems, building maintenance, fleet services, customer service operations, administrative support, civil engineering, traffic control systems, signals and markings; to coordinate assigned activities with other Village departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Public Works Director.

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

Serves as the Public Works Director in the absence of the Director.

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

**Essential duties and responsibilities**

1. Assist Director in management responsibility for all Public Works Department services and activities, including street and street lighting maintenance, refuse/recycling/yard waste/compost disposal, forestry operations, water supply and distribution, sewer collection systems, building maintenance, fleet services, customer service operations, administrative support, civil engineering, traffic control systems, signals and markings; recommend and administer policies and procedures.

2. Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.

3. Identify, within Village policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures that will lower operating costs while increasing the delivery services that are higher quality and have increased transparency; allocate resources accordingly.

4. Assist the Public Works Director in working closely with others both across and outside the Village on a broad range of work to create paths to improve government services through investments in smart city infrastructure.

5. Assist Director in Planning, directing and coordinating, 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.
6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

7. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training;

8. Participate in union bargaining sessions to gain approval of successor collective bargaining agreements; work with employees to correct deficiencies; implement discipline and termination procedures.

9. Oversee and participate in the development and administration of the Public Works Department Operations and Capital budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

10. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

11. 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.

12. Work with Divisions to prepare and manage all reports for the M.A.P. (Manage. Analyze. Perform.) Performance Management Program of the Village within established deadlines. All Divisions will report performance measures to the Assistant Director who will coordinate presentation of data.

13. Prepare written materials as needed and within established deadlines for presentation to the Board of Trustees.

14. Provide staff assistance to the Director; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

15. Review Department Request for Proposals, Bids, Construction Documents prior to bidding in preparation for presentation to the Board of Trustees.

16. Provides strategic guidance and direction to Village leadership as the organizations internal subject matter expert for smart city initiatives; Maintains/updates the Village’s strategic plan for fiber/broadband/5G/small cell and oversees its implementation.

17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

18. 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 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.

Right-of-way permit review for public or private development including the installation of fiber/broadband and 5G/small cell infrastructure.

**Ability to:**

Plan, organize, direct and coordinate the work of lower level staff

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

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

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

Develop and administer departmental goals, objectives, and procedures.

Communicate to internal and external stakeholders the Village’s vision, strategy and goals for fiber/broadband and 5G/Small Cell technologies.

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.
ASSISTANT PUBLIC WORKS DIRECTOR

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 in public works or construction, including three years of administrative and supervisory responsibility. AND

Training: Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in civil engineering or a related field. Master’s Degree in Public Administration or related field is desirable.

License or Certificate

Possession of Certificate of Registration as a professional civil engineer from the State of Illinois is desirable.

Possession of a valid State of Illinois Driver’s License