



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS

EFFECTIVE DATE: 01/01/2022_____

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Exempt
CLASS CODE: 7125	RANGE: 19	PENSION: IMRF	UNION: NU
REPORTS TO: Department Director	LEVEL OF SUPERVISION RECEIVED: General guidance and the direction of the Department Director and other Senior Management		LICENSE/CERTIFICATES: Illinois Class D Driver's license

SUMMARY:

As a supporting member of the Public Works Leadership Team with a general focus on administrative and operational responsibilities. Assumes a lead role in management of a variety of routine and complex administrative, technical and professional activities in the development, implementation, evaluation, and coordination of various public works projects. Conducts research, prepares reports, assembles and provides annual budget updates, produces presentations and oversees projects and programs. Participates in other assigned activities including liaison to various commissions as well as interdepartmental groups. Responds to and interacts with the public, staff and/or others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Works alone or as a lead person within a team structure. Coordinates various Public Works projects, such as water meter change out program, asset management software, etc. Researches issues relating to a variety of public works topics as they arise and/or are assigned. This includes gathering, interpreting, and preparing data for studies, reports, and recommendations. Makes written and/or oral reports or recommendations to Village leadership and management teams,	Daily 50%

	civic groups, the general public, and governmental agencies.	
2.	Supervises and oversees the department intern. May also coordinate department staff on projects when assigned.	Weekly 10 %
3.	Coordinates administrative and operational processes and procedures. Monitors and coordinates specific functions within various Village and Department programs, such as Northwest 4 th Fest, water meter change out program, asset management program, etc.	Daily 25%
4.	Attends meetings on behalf of the Department Director. Acts as the Department liaison for intra-departmental activities/projects. Participates in various meetings not limited to labor management, disciplinary actions, interviews for both internal promotions and new personnel.	Weekly 25%
5.	May serve as a Staff Liaison for various Village Commissions and as a member of other Village-wide and department employee committees/commissions.	Monthly less than 5%
6.	Assist with the overall effectiveness of all Public Works Department programs, activities and functions in accordance with the department and Village's goal objectives.	Monthly 5%
7.	Provides training, oversees and manages processes, data collection and entry for various divisions related to our asset management program.	Weekly 5%
8.	Routinely observes areas of the Village to make recommendations for improvements in methods of work or corrections of unfavorable conditions.	Monthly 10%
9.	Furnishes technical assistance to the Director for various municipal programs, assists in establishing procedures for the Department. Confers with the Director regarding new or revised work projects for other Village needs.	Daily 25%
10.	On a yearly basis, keeps records of miles of streets maintained and miles of utilities; and the number of system appurtenances such as fire hydrants, valves, manholes, etc.	Annually 2%
11.	Prepares project information correspondence for distribution to residents. Prepares memos, letters and reports related to assigned tasks. Prepares, reviews, and presents various agenda items.	Weekly 10%
12.	Coordinates the preparation of the annual budget and the yearly upgrade of the Capital Improvement Program. Reviews department CIP requests and recommends improvement.	Weekly 10%
13.	Assists with and/or prepares specifications and documents for the bidding of contracted services. Coordinates and interacts with various contractors/vendors to insure desired performance and proper accounting of services.	Annually 5%
14.	Follows standard Village-wide and departmental safety rules, procedures and	Daily

	standard practices.	100%
15.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates maintenance of filing systems, including all documents, engineering plans and maps.
2.	Provides coordination of special events, including employee recognition.
3.	Coordinates Department intranet and input for Village website.
4.	Assists other Departments as assigned.
5.	Plans, edits, writes, designs and coordinates production and distribution of Department newsletter.
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7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

Supervises and coordinates the activities of Department MPA Intern.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from a two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.) *Preferred
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Preferred Degree in Public/Business Administration, Engineering or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience Public works or administration preferred

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications: **Geographic Information System and Desktop Publishing**

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehends, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehends, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehends, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Research, gather and analyze information.

Identifies and resolve problems in a timely manner.

Ability to read and interpret engineering blueprints and specifications.

Familiar with use of GIS software applications.

Knowledge of Village policy and general best practices in employee supervision including employee feedback, recognition, employee training and guidance.

Skill in organizing, planning and coordinating activities and projects.

Ability to produce grammatically correct written documents.

Knowledge of training techniques and resources.

Prioritize and plan work activities of annual budgeted department programs.

Ability to work on multiple projects and tasks simultaneously.

Ability to maintain a professional working relationship with other staff members, supervisors and with staff from other departments.

Ability to use a computer to retrieve, prepare and archive documents.

Read, write, speak and comprehend the English language.

Ability to communicate effectively, verbally and in writing.

Ability to comprehend mathematical data and perform basic mathematical calculations.

Ability to comprehend and interpret Local, State and Federal polices and procedures.

PHYSICAL DEMANDS: 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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

Physical Activity	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

 X Absence of color blindness

 X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for operation of a motor vehicle
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	_____	<u> X </u>	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

 Department Director

Reviewed Approval:

 Human Resources Management Director

Approved:

 Village Manager

Effective Date: _____

Revision Date: _____