



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION: PW MPA INTERN

EFFECTIVE DATE: 04/17/2023

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center	FLSA STATUS: Non-Exempt
CLASS CODE: N/A	RANGE: N/A	PENSION: N/A
		UNION: Non-Union
REPORTS TO: ASSISTANT TO THE PW DIRECTOR	LEVEL OF SUPERVISION RECEIVED: General Supervision	LICENSE/CERTIFICATES: Illinois Class D Drivers License

SUMMARY:

Assists with the operations and administration of the Public Works Department by providing professional support, research, analysis and performance of special assignments. Under the general supervision and direction of the Department Leadership Team, assists full time Village Staff in a variety of projects and day-to-day activities, as part of a graduate-level program of study in Public Administration. Participates in the preparation of issue-related materials for meetings of the Board of Trustees and Committees of the Village. May also be assigned and responsible for independent projects. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Actively participates in the implementation, training, and development of the Department's asset management software.	Daily 10%
2.	Assists the Public Works Department management team in data collection, analysis, and reporting; participates in the Department performance measure program and develops or revises key performance indicators.	Weekly 25%

3.	Assists the Public Works Department management team to complete tasks associated with daily operations, including division-specific functions related to water and sewer infrastructure, fleet maintenance customer service, and facilities and grounds.	Weekly 10%
4.	Updates department policies, manuals, and documents including, but not limited to, safety and operations manuals, job safety analysis, and other policies and procedures.	Monthly 10%
5.	Provides support to update and maintain Village webpages, social media content, and/or resident newsletter.	Monthly 10%
6.	Assists in preparation of Village Board or Committee agenda items.	Monthly 5%
7.	Prepares monthly and annual reports, attends leadership and management team meetings, and provides general support to the Department administrative team.	Daily 10%
8.	Conducts job-site visits, attends training sessions, and obtains knowledge on daily operations of a Public Works Department.	Weekly 10%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in the preparation and review of the annual budget and capital improvements program.
2.	Assists in the preparation of bids, requests for proposals, and requests for qualifications.
3.	Provides general technical support to Department staff, including Microsoft Office Suite, the Windows Operating System, and Apple products (smartphones and tablets).
4.	Performs other duties, tasks, and responsibilities as assigned.
<p>SUPERVISORY RESPONSIBILITIES: (Select one – required)</p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)</p>	

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

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 two-year college or technical school
- Bachelor's degree (B.A.)* from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Public Administration or Related Field
****Must be actively pursuing Master's degree in Public Administration.***

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

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:

Microsoft Office Suite including Word, Excel and Powerpoint

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, 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, comprehend, 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, comprehend, 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 and 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 a team/group. 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)

- Foreign language skills Ability to speak and/or read, write and comprehend...
- A Plus
- Preferred
- Required

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.

Problem Solving: Collects and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans.

Computers: Ability to use desktop computers, laptops, smartphones, and other devices to communicate within and outside of the organization; retrieves, prepares, and files documents..

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 -----

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

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)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

As Required By ILSOS To Operate a Motor Vehicle

WORK ENVIRONMENT:

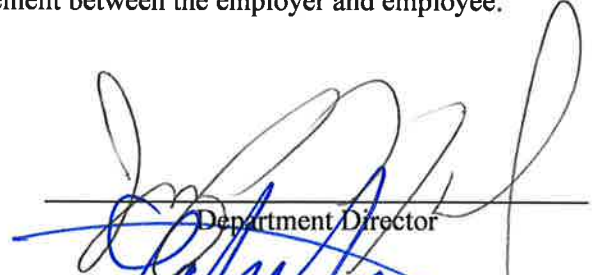
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<i>(mark all 15 conditions)</i>	----- Amount of Time -----			
<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

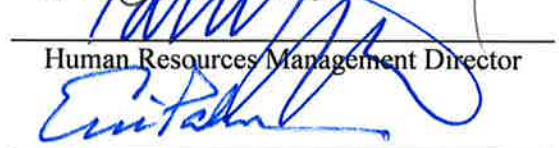
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



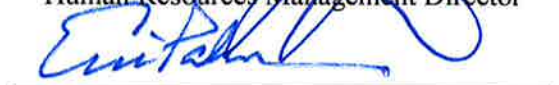
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 04/17/2023

Revision Date: 04/13/2023