



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ASSISTANT DIRECTOR OF PUBLIC WORKS

EFFECTIVE DATE: _____

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Exempt
CLASS CODE: 8275	RANGE: 25	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Public Works	LEVEL OF SUPERVISION RECEIVED: Works under the guidance and direction of the Director of Public Works		LICENSE/CERTIFICATES: Illinois Class "D" drivers license

SUMMARY:

As a member of the Public Works Department Leadership Team with a general focus on administrative and operational responsibilities, assists the Director with the planning, refining, and execution of projects and various procedures within the Public Works Department. The position is challenged by the need to handle the coordination of numerous multi-discipline concurrent administrative and operational projects. Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising Public Works projects and programs. Assumes the responsibilities of the Director when requested. 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.	Supervises and directs activities of department employees either directly or thorough subordinates; assigns work projects to team members for completion. Develops strategies to assist in planning and coordinating activities to assure maximum production and efficiency. Evaluates and recommends new programs, practices, and procedures. Evaluates work performance of immediate staff and assists with evaluation of all subordinate staff of the Administrative Services team.	Daily 30%

2.	Plans, assigns, directs and exercises general supervision over department employees engaged in a wide variety of Public Works administrative and operational tasks; studies department organization, personnel distribution and project requirements to affect the most efficient and economical utilization of available personnel and funds.	Weekly 20%
3.	Directs and controls the administrative functions for the department and coordinates the recruitment and training of personnel. Maintains harmony among coworkers and resolves grievances. Assists in determining departmental safety practices, procedures, and safety training	Weekly 10%
4.	Coordinates the preparation of the annual budget and the yearly upgrade of the Capital Improvement Program. Reviews department CIP requests and recommends improvement.	Annually 10%
5.	Coordinates projects with other governmental agencies. Provides assistance to others on special problems as they arise	Daily or as required 5%
6.	Answers complaints and inquires from residents and others regarding services provided by the department.	Weekly 5%
7.	Coordinates and participates in the management/operations of snow and ice control using in-house and/or contractor resources. Is available by pager or telephone at all times, whether on or off duty, except when on approved benefit time.	Daily or as required 50%
8.	Routinely observes areas of the Village to make recommendations for improvements in methods of work or corrections of unfavorable conditions.	Weekly 5%
9.	Analyzes and evaluates data and provides recommendations useful toward department reporting and/or process realignment improvements.	Monthly 10%
10.	Assists with and/or prepares specifications and documents for the bidding of contractor services, coordinates and interacts with various contractors/vendors to insure desired performance and proper accounting of services.	Monthly Less than 5%
11.	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 Less than 5%
12.	Evaluates requisitions, materials and supplies, prepares work orders, correspondence and reports, etc.	Weekly 5%
13.	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 5%
14.	Assists in recommending changes in applicable municipal ordinances regarding subdivision and departmental specifications.	Monthly Less than 5%
16.	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.	Is available for department emergency response 24 hours/day
2.	Maintains records to present and past snow/ice control operations
3.	Attends meeting on the behalf of the department and presents appropriate information.
4.	Department liaison to assigned commission.
5.	Participates within process realignment teams, task forces and special operation team involvement discussions
6.	Acts as department coordinator for its involvement within special Village events, i.e., 4 th of July festival, parades, concerts, rallies, etc.
7.	Performs in the absence of the Department Director.
8.	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)**

Directly supervises employees within the Public Works Department. Supervisory responsibilities include coordinating and participating in interviewing, hiring, and overseeing training of all department employees; assigning and directing work; appraising performance of immediate employees assigned on annual reviews; addressing complaints and resolving problems.

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 Works 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 In Public Works

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...

5 years

- Experience in management capacity...

5 years

- 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:

Enter specific application(s) here

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 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)

- Foreign language skills Ability to speak and/or read, write and comprehend... **Enter language here**

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.

Through knowledge of the fundamental and accepted practices in municipal public works administration.

Ability to identify and realign ineffective department processes.

Analyze administrative and operational procedures and to subsequently make appropriate recommendations.

Ability to adapt to change.

Working knowledge of state and local laws and procedures relating to municipal Public Works and municipal government administration.

Working knowledge of municipal government procedures, practices, and methods.

Ability to perform and complete complex assignments without or with limited supervision.

Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.

Ability to plans, supervise, lead and evaluate work large and small team activities.

Ability to work efficiently under pressure with frequent interruptions.

Ability to work on multiple projects and tasks simultaneously.

Ability to interpret, evaluate, and analyze information to reach logical conclusions and to make sound decisions

Ability to demonstrate cooperation, flexibility, and adaptability.

Ability to maintain routine records, prepare legible and accurate reports, and prepare other forms required by the Village.

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	_____	_____	<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)

_____ 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)

<u>Environmental Conditions</u>	----- 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	_____	_____	_____	_____
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: _____