



**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
DIRECTOR OF PUBIC WORKS**

*EFFECTIVE DATE:* \_\_\_\_\_

<b>DEPARTMENT:</b> PUBLIC WORKS	<b>WORK LOCATION:</b> PUBLIC WORKS CENTER		<b>FLSA STATUS:</b> EXEMPT
<b>CLASS CODE:</b> 8625	<b>RANGE:</b> 30	<b>PENSION:</b> IMRF	<b>UNION:</b> NU
<b>REPORTS TO:</b> VILLAGE MANAGER	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Supervision from Village Manager		<b>LICENSE/CERTIFICATES:</b> Valid Illinois Drivers License

**SUMMARY:**

Under administrative direction of the Village Manager, the Director of Public Works is responsible for the planning and implementation of all Public Works activities including, administrative services, facilities, fleet services, forestry, snow and ice, traffic control, and water and sewer. Administers departmental programs through direct supervision of the Assistant Director, Superintendents, Managers and Supervisors. Integrates departmental functions with other municipal services. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Responsible for the overall effectiveness of all Public Works Department programs, activities and functions in accordance with the Village's goals and objectives. Organizes and directs the activities of the Public Works Department in a manner that optimizes the use of financial, physical and human resources in accomplishing assigned functions and achieving objectives. Responsible for the departmental short and long range planning.	Daily

2.	Sets departmental goals and objectives in accordance with the direction of the Village Manager. Measures goals and objectives compliance. Establishes departmental program priorities, and develops methods of measuring quality of service.	Monthly 10%
3.	Manages the operations of the Public Works Department and participates as a member of the Village's Management Team.	Weekly 20%
4.	Reviews all projects and procedures, services, staffing, equipment and infrastructure for the Public Works Department. Develops new programs as needed. Proposes and justifies financial plans for new and existing programs.	Monthly 10%
5.	Analyzes work-force requirements and makes recommendations to the Village Manager for hiring, dismissing and disciplining employees.	Annually 5%
6.	Provides direction to Leadership team.	Weekly 10%
7.	Prepares and reviews departmental Capital Improvement Program (CIP) and budget for submission to the Village Manager. Controls departmental budgeting by following expenditure procedures established by the Village and monitors expenses.	Annually 10%
8.	Furnishes technical assistance to the Village Manager for various municipal programs; establishes innovative procedures for the department, monitors employee compliance with Village Staff Policy Manual and orders of the Village Manager.	Weekly 5%
9.	Attends all Board meetings, Public Works committee meetings, commission meetings, and conferences and seminars as required.	Weekly 10%
10.	Communicates with customers, regulatory agencies or members of the business community and civic groups to discuss departmental programs and answers questions or concerns. Coordinates projects with other Village departments and other government agencies.	Daily 10%
11.	Converses with employees on grievances, conflicts, and other personnel matters. Maintains harmony among union employees through monthly meetings.	Monthly 5 %
12.	Reviews performance evaluations of all department employees.	Annually 5 %
13.	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.	Participates in Joint Action Water Agency (JAWA) meetings.
2.	Department liaison to the Village Utility Commission.
3	Attends meetings on behalf of the Village and presents information as appropriate.
4.	Maintains knowledge of American Water Works Association (AWWA), American Public Works Association (APWA), Joint Action Water Agency (JAWA) and Illinois Department of Transportation (I.D.O.T), and other applicable specifications to assure Village is in compliance with requirements and standards.
5.	Performs other duties, tasks, and responsibilities as assigned.
6.	Acts as the Village's Illinois Public Works Mutual Aid Network (IPWMAN) representative and attends related meetings.

**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/Indirectly supervises all Public Works department employees. Provides direct supervision to the Assistant Director, Superintendents, Managers and Supervisors. Supervisory responsibilities include reviewing of all departmental hiring, planning, assigning and appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Provides direction to the department's leadership and management team.

**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**

**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 municipal service directing Public Works services and staff

**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...

**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.

Ability to establish effective working relationships with elected officials, other employees, and the general public.

Knowledge of effective principles, methods and practices of management and supervision and proper personnel practices.

Extensive knowledge related to management of Public Works infrastructure.

Knowledge of federal, state and local regulations, and procedures applicable to municipal system maintenance and operations.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to plan, organize, prioritize, assign, monitor, and evaluate the work of assigned staff.

Knowledge of fleet and facilities maintenance practices and of mechanical procedures applicable.

Ability to speak in public or legislative forum.

Ability to mediate conflicts, sort out issues, and manage change in relation to overall Department goals and objectives.

Ability to implement policies.

Ability to create innovative management programs and systems.

Ability to obtain Illinois EPA Water Certifications.

**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	_____	_____	_____	_____
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)**

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

**Environmental Conditions**

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



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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: \_\_\_\_\_