



## Position Description

<b>Job Title</b>	Director of Public Works
<b>Department</b>	Public Works
<b>Employment Status</b>	Full Time
<b>Exempt/Non Exempt Status</b>	Exempt

### Position Summary

The Director of Public Works is a senior executive leader responsible for the strategic direction, operational excellence, and long-term sustainability of the Village's public works functions. Reporting to the Village Administrator, the Director oversees core municipal infrastructure services including streets, utilities, fleet, facilities, and public grounds while ensuring regulatory compliance, fiscal responsibility, and high-quality service delivery to the community. The Director sets vision, establishes priorities, builds organizational capacity, and ensures effective use of internal expertise and external consultants to plan, deliver, and maintain public infrastructure in alignment with Village goals.

### Organizational Relationships

<b>Reports to</b>	Village Administrator
<b>Supervises</b>	Public Works Managers, administrative staff, and departmental personnel through subordinate supervisors
<b>Collaborates with</b>	Village departments, elected officials, regulatory agencies, contractors, and consultants

### Essential Job Functions

#### Department Leadership & Strategy

- Provide executive leadership for the Public Works Department, fostering a culture of accountability, safety, collaboration, and continuous improvement.
- Establish department-wide goals, performance expectations, and service standards aligned with Village priorities and community expectations.
- Lead succession planning, workforce development, and organizational resilience across all Public Works divisions.

#### Operations & Service Delivery

- Oversee day-to-day operations across streets, water distribution, wastewater collection and

treatment, fleet and facilities maintenance, and public grounds.

- Ensure reliable, efficient, and cost-effective delivery of essential services, including seasonal and emergency operations (e.g., snow and debris removal).
- Oversee asset management practices that support lifecycle planning and proactive maintenance of infrastructure and equipment.

#### **Capital Planning & Project Delivery**

- Guide the planning and execution of capital improvement programs, coordinating internal staff and external consultants to deliver projects on time and within budget.
- Oversee procurement and contracting processes in accordance with Village policy and applicable laws.
- Review and approve project scopes, schedules, and budgets, ensuring alignment with operational needs and long-term infrastructure strategies.

#### **Regulatory Compliance & Risk Management**

- Ensure compliance with all applicable federal, state, and local regulations governing water, wastewater, environmental protection, and public works operations.
- Maintain required operating permits and certifications through qualified staff and licensed professionals.
- Identify operational, financial, and regulatory risks and implement mitigation strategies.

#### **Financial Stewardship**

- Prepare and administer the Public Works operating and capital budgets.
- Monitor expenditures, manage contracts, and make data-informed recommendations to maximize return on public investment.
- Support long-range financial planning related to infrastructure sustainability and service delivery.

#### **Executive Leadership & Interdepartmental Collaboration**

- Serve as a member of the Village's Executive Leadership Team, contributing to organization-wide strategy, policy development, and operational alignment.
- Collaborate with department directors to coordinate service delivery, capital planning, emergency response, and cross-functional initiatives.
- Partner with Finance, Development & Engineering Services, Police, Fire, and Administration to align Department priorities with fiscal, land-use, and public-safety objectives.
- Provide professional guidance to the Village Administrator and elected officials on Department-related risks, priorities, and long-term implications.
- Participate in executive-level discussions involving sensitive personnel, financial, legal, and operational matters, exercising sound judgment, discretion, and professionalism in the handling of confidential and security-sensitive information.

#### **Intergovernmental & Community Relations**

- Serve as a key liaison with regulatory agencies, utilities, consultants, and partner organizations.
- Respond to resident concerns and service requests with professionalism and transparency.
- Represent the Department in public meetings, providing clear, non-technical explanations of infrastructure needs, service levels, and project impacts.

### **Qualifications**

#### **Education & Experience**

- Bachelor's degree in public administration, business administration, management, environmental sciences, construction management, or a related field.
- Seven to ten years of progressively responsible leadership experience in public works, utilities,

<p>municipal operations, or a comparable service-delivery environment.</p> <ul style="list-style-type: none"> <li>• Demonstrated experience managing complex operations, budgets, staff, and external partners.</li> <li>• Professional engineering licensure is not required.</li> </ul>	
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Strategic and systems-level thinking</li> <li>• Executive leadership and staff development</li> <li>• Budgeting and financial management</li> <li>• Regulatory oversight and compliance management</li> <li>• Contract administration and vendor management</li> <li>• Public communication and stakeholder engagement</li> <li>• Sound judgment and decision-making in high-visibility environments</li> </ul>
<p><b>Necessary Special Requirements</b></p> <ul style="list-style-type: none"> <li>• Possession of a valid Illinois Driver's License</li> </ul>	
<p><b>Work Environment &amp; Physical Demands</b></p> <p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.</li> <li>• While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li> <li>• The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.</li> <li>• The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.</li> <li>• While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.</li> </ul>	