


Village of Roselle Position Description 	Job Title	Public Works Manager - Wastewater
	Department	Public Works
	Employment Status	Full Time, Non-Union
	FLSA Status	Exempt
	Date Approved/Revised	October 17, 2025

Scope of Work

The Public Works Wastewater Manager is responsible for overseeing staff and managing resources to ensure the effective and efficient operation of wastewater services. This position upholds high standards of customer service and ensures compliance with all local, state, and federal regulations. The Manager also assists the Department Director in planning, organizing, and directing departmental programs and activities, and collaborates with other departments, agencies, and the public to support the goals of the Public Works Department.

Supervision

Received	Public Works Director
Exercised	Directly supervises employees in Operators Bargaining Unit. May serve as Acting Assistant Public Works Director and/or Director of Public Works at the discretion of the Director.

Essential Job Functions

Wastewater:

- Directs, supervises, and supports Wastewater Division employees to ensure safe and efficient operations.
- Maintains up-to-date knowledge of wastewater treatment practices, environmental regulations, and laboratory testing methods.
- Monitors and analyzes operating records to improve plant performance, efficiency, and equipment reliability.
- Provides technical and engineering guidance on equipment maintenance, placement, and process improvements.
- Ensures all testing, reporting, and regulatory requirements are met accurately and on time.
- Plans, coordinates, and oversees daily Public Works wastewater activities while engaging relevant stakeholders.
- Identifies and addresses potential issues and keeps the Director and Assistant Director informed.
- Develops and enforces policies, procedures, and programs to improve operational effectiveness.
- Inspects equipment and facilities regularly, recommending or initiating improvements as needed.

Essential Job Functions (Continued)

- Manages contracts and service providers, reviewing and approving change orders or modifications as appropriate.
- Identifies and reduces redundancies in departmental contracts; collaborates with other Public Works Managers and leadership to develop bids, RFPs, and quotations that maximize efficiency and cost savings.
- Ensures staff are properly trained, licensed, and supported; provides feedback, guidance, and opportunities for professional development and advancement.
- Assists the Director with staffing needs, including recruitment, evaluations, discipline, and personnel actions.
- Participates in collective bargaining by helping administer contracts, serving on negotiation teams, and managing grievance procedures.
- Establishes clear performance standards, conducts evaluations, and addresses performance issues promptly while promoting employee growth and accountability.
- Encourages teamwork and open communication through regular meetings and direct engagement with staff.
- Prepares and monitors assigned budgets; oversees purchasing, cost estimates, invoices, and adherence to financial procedures.
- Maintains on-call availability for emergencies and assists in planning and implementing emergency operations and safety procedures.
- Provides responsive, professional customer service; resolves service issues and promotes positive community relations.
- Submits regular reports to the Director of Public Works on operations, staff performance, and departmental activities.
- Communicates and enforces risk management policies, procedures, and safety practices across the department.
- Promotes and ensures a safe working environment by providing safety education, training, and oversight in compliance with Village policies and OSHA regulations.
- Identifies potential risks and recommends policies or process improvements to support organizational safety goals.
- Facilitates and participates in Safety Committee meetings; reviews and signs off on workplace accident investigations and reports.
- Evaluates departmental operations to improve services, increase productivity, and reduce operational costs.
- Assists and trains employees in using data-driven decision-making and continuous improvement methods.
- Develops and implements plans for operational and process improvements, evaluating effectiveness and adapting to changing conditions.
- Prepare agenda items, reports, and presentations for the Village Board, committees, and public meetings.
- Represents the Public Works Department on interagency committees and during community interactions.
- Updates, develops, and administers Village codes, standards, and specifications to ensure compliance and consistency with best practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university, including or supplemented by a minimum of 10 years of experience in public works operations; minimum of 5 years of supervisory experience; or any equivalent combination of education, training, and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Principles and practices of wastewater treatment, pumped systems, environmental laboratories, sewer collection, lift stations and engineering.• Laboratory procedures required to satisfy regulatory requirements.• Current and proposed laws, statutes, rules, regulations, policies and procedures relating to wastewater treatment and solid waste as established by USEPA, Illinois EPA, Village and other regulatory and/or local jurisdictions, or the ability to learn.
Ability to	<ul style="list-style-type: none">• Organize, supervise and inspect the work of employees.• Communicate effectively, both orally and in writing.• Establish and maintain effective working relationships with subordinates, peers, intergovernmental partners, elected officials, and the general public.• Understand and follow complex oral and written instructions, as well as read and understand engineering plans, specifications, blueprints, diagrams and as-built drawings• Critically analyze and process problems and use sound judgment in arriving at an effective and appropriate solution.• Keep accurate records and prepare routine reports from such records.• Communicate management and process design concepts to consultants and governmental agencies.• Receive, handle and complete confidential submissions, records, reports and data with the utmost honesty, integrity and confidentiality in an ethical and professional manner.• Interpret an extensive variety of engineering instructions and deal with several abstract and concrete variables.
Skill in	<ul style="list-style-type: none">• Establishing long-range goals and objectives.• Developing maintenance programs.• Policy development and implementation.• Evaluating procedures and standards.• Developing and implementing safety procedures and training programs.• Preparing and overseeing detailed budgets.

Requirements of Work (continued)

- Dealing tactfully, courteously and professionally with all with whom the position must come in contact and exercising sound and effective judgment in doing so.
- File management and organizational skills.
- Negotiating, public speaking and conflict resolution.
- Personal computer usage including effectively utilizing Microsoft Word, Excel, PowerPoint, Outlook, GIS, etc.
- Written and verbal communication including the ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents or respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; and to write speeches and articles for publication.

Necessary Special Requirements

- Possession of a valid Illinois Driver's License.
- Depending upon the activities assigned to the position, the following may be required: As issued by or acceptable to the Illinois EPA:
- Possession of applicable Class 1 Wastewater Treatment Plant Operator License, or receipt of one within twelve (12) months of commencing employment. A minimum of a Class II Wastewater Treatment Plan Operator's Certificate at time of application and commencing employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in both an office and outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- 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.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, or smell.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- 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, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.