

City of Marengo

Position Description

Job Title: Director of Public Works
Department: Public Works
Classification: Full-time; Non-exempt
Pay Grade: Class IX
Position Reports to: City Administrator

General Purpose and Description:

This position oversees all divisions of public works. The Director is responsible for organizing and scheduling various public works projects and day to day activities. The Director is responsible for all administrative and operational functions of the Public Works Department. This position plans, organizes and directs subordinate employees to accomplish departmental operations and is responsible for the budgeting and personnel administration of the department. This position develops long term strategic plans and capital improvement plans for the department.

Supervision Received:

Works under the immediate supervision and direction of the City Administrator and will receive occasional direction from the Mayor. This position is appointed by the Mayor with the consent of the City Council.

Essential Duties and Responsibilities

- Plans and directs, through subordinate employees, the operation and maintenance of the infrastructure and facilities of the City; including but not limited to streets, sidewalks, storm sewers, sanitary sewer, wastewater treatment, potable water distribution, storage and treatment in such as way as to maintain a safe, effective and efficient department
- Develops and evaluates departmental program goals and service levels, analyzes personnel and material needs and performs budgetary planning and management and capital improvement planning.
- Administers City and Department personnel policies and procedures including those outlined by any union contracts
- Updates the Public Works Standard Operating Procedures Manual and ensures that all guidelines within are following by department employees.
- Keeps a full and complete record of all transactions of the department, of all City and department property, as well as operational records required of the department
- Conducts regular performance appraisals of all employees supervised and monitors employee development and progress.
- Assist with reviewing documents and plats of subdivision, re-subdivision, and annexations for compliance with applicable provisions of the Marengo Subdivision

Ordinance and Municipal Code. Reviews private project development plans for compliance with codes, regulations and standards, the adequacy of applications for permits and compliance with approved plans relative to those areas of Public Works.

- Maintains and updates all records and maps pertaining to sewer, water, streets, storm drainage and other plans involving municipal infrastructure.
- Type, edit and distribute a variety of correspondence, reports, memoranda, and other material.
- Carries out field inspections of all public improvements and related construction, in coordination with the City Engineer.
- Administers the City Capital Improvement Plan as it relates to Public Works
- Prepares necessary reports, studies, statistical data and recommendations to carry out department responsibilities, and provides technical reviews for the City Council and Planning and Zoning Commission if necessary.
- Assists in the preparation of engineering plans and specifications, bidding requirements, competency of contractors and vendors and the selection of criteria for public contracts.
- Oversees project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time, budget and ordinance standards for the project.
- Oversees municipal fleet maintenance through supervision of mechanic or contracted mechanical services.
- Responds to public or other inquiries or complaints relative to department operations, regulations, policies and procedures.
- Maintains contact with City Engineer, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.
- Oversees City's GIS program
- Serves as City's Code Enforcement Officer, issuing citations for ordinance violations.
- Conducts routine building inspections, such as fences, driveways, etc.
- Performs other duties as assigned.
- Complies with all written safety rules and regulations of the Department and City.

Peripheral Duties

- 1) Oversee and evaluates janitorial and preventative maintenance for all City facilities, either personally or through assigned staff.
- 2) Assists in the training of City personnel in public works systems and techniques.
- 3) Performs the duties of subordinate personnel as needed, such as in the case of sick leave or vacation.
- 4) Attends all regular and special meetings of the City Council as well as other meetings assigned by the City Administrator.
- 5) Serves as the City's primary contact for various County, State and Federal organizations.

Minimum Qualifications

- 1) Bachelor's Degree from a four-year college or university with a degree in civil engineering, public administration or closely related field; and
- 2) Minimum of five years supervisory experience with municipal public works operation; or
- 3) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- 1) Basic knowledge of modern administrative and operational techniques for public works;
- 2) Excellent organizational skills (Attention to detail and follow through extremely important);
- 3) Ability to coordinate department activities; provide skillful supervision of department employees; and exercise sound judgment;
- 4) Proficiency in the following systems: Excel and Microsoft Word, Outlook Express, the Internet and website maintenance software;
- 5) Skill in operating the listed tools and equipment;
- 6) Ability to maintain professional working relationships with public officials, department heads, employees and the general public required;
- 7) Strong written and verbal communications skills.

Special Requirements

- 1) Must possess a valid Illinois State driver's license including a valid CDL or ability to obtain one prior to employment
- 2) Certification as an operator in water or sewer class IEPA licenses is ideal.
- 3) The Superintendent of Public Works is subject to being on call at any hour of the day.

Tools and Equipment Used

Telephone, personal computer including word processing, spreadsheet and email software, motor vehicle, copy machine, facsimile machine, postage machine, calculator, digital camera, ruler / scale, GIS, SCADA. Basic knowledge of all other public works related vehicles and tools is ideal.

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.

Work is mostly performed in an office setting. Outdoor works is required in the inspection of various land use developments, construction sites, public works facilities or when assisting in normal public works functions as may be required. Hand-eye coordination is necessary to operate computers, office equipment, and various public works tools and equipment as may be required.

While performing the duties of this job, the employee is required to stand, walk, use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to sit, occasionally climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. The employee may occasionally need to work within a confined space as well.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed mostly in an office setting, but the position may also require the employee to drive, to perform field observation and to gather information and materials off-premises. While performing the duties of the job, the employee may occasionally work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB POSTING

The City of Marengo (pop. 7,637), a progressive community located in southwest McHenry County, is seeking qualified applicants for the position of Director of Public Works. This is a full time, salaried position, and involves supervision of 9-12 employees. Starting Salary: +/- \$100,000 DOQ

The Director of Public Works is responsible for the administration of the City's Public Works Department, including water and sanitary utility systems and storm sewers, as well as street maintenance and snow removal. Duties include implementation of City's Capital Improvement Program, general administration, procurement and budget responsibilities.

Minimum qualifications include a Bachelor's Degree in civil engineering or public administration or related field, and five years municipal supervisory experience. Requires knowledge and comprehension of municipal public works operations, and state and federal regulations applicable thereto; knowledge, comprehension and experience with sanitary sewer collection and treatment, water treatment and distribution. Individual needs to have excellent communication skills, and the ability to work well with others, and promote team environments. For a complete job description please visit www.cityofmarengo.com. The City of Marengo is an equal opportunity employer. Please submit an employment application, cover letter, and resume to Marengo City Hall 132 East Prairie Street, Marengo, IL by October 26, 2018 or via email to resume@cityofmarengo.com.