



POSITION DESCRIPTION

Position Title: Deputy Director of Public Works/Village Engineer
Department: Public Works
Reports to: Public Works Director
FLSA Status: Regular Full-Time Exempt
Grade: XII

Statement of Duties

Supports the Director in performing complex supervisory, administrative, and professional work in planning, and organizing the Public Works Department including capital planning, engineering, environmental, water & sewer, street, right of ways, traffic control, street lighting, forestry, refuse and recycling, fleet maintenance, and other public works projects and programs. This position is responsible for ensuring technical competence and compliance with all federal, state, and local agency rules, regulations, and safety requirements. In the absence of the Director, the Deputy Director is assigned the powers, duties, and responsibilities of the Director.

Supervision and Responsibilities

This position, under the supervision of the Director, establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results.

Position is responsible for the supervision of Public Works staff including non-union employees, employees with union representation, clerical staff, and contract employees. Position recommends the hiring and termination of employees, and is responsible for the investigation, discipline, and evaluation of employees. The nature of work and volume fluctuate due to the season, new projects, unexpected infrastructure repairs, and unforeseen demands. Manages all engineering programs including engineering consultants and service contractors who perform service to the Public Works Department.

Work is performed according to administrative or organizational policies, general principles, legislation, or directives that pertain to public works and engineering. Employee uses extensive judgment and ingenuity to develop new or adapt existing methods and approaches for

accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines that include departmental rules and regulations, federal, state, and local laws. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria.

Job Environment

Employee works in a moderately loud office and outdoors on work sites. Employee operates computer and general office equipment.

Employee has access to confidential personnel files, collective bargaining negotiations, lawsuits, and criminal investigations and records of the department. Errors could result in personal injury/loss/liability, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and/or legal repercussions to the Village.

Employee has frequent contact with the public, various employees of municipal departments and boards, and other local, state and federal agencies that compliment and support public works. Communication is done in person, in writing and on the telephone, to provide information regarding department services, respond to inquiries and requests, and resolve problems. Other contacts are with elected officials, other village departments, governmental agencies, vendors, contractors, consultants, and outside organizations, in person, in writing, via e-mail, and on the phone. The purpose of contact is to manage projects, coordinate work, resolve problems, and purchase materials and services.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Provides technical, administrative, and supervisory work in assisting the Public Works Director to plan, direct, implement and command the overall work force and to assist and coordinate all department activities and operations including during emergencies.
2. Oversees and assists the Director in the management of department personnel issues, including shift or detail assignments, attendance, sickness, injuries, payroll issues, workers compensation, employee evaluations, career development, and related matters. Participates in all facets of collective bargaining including contract negotiations, grievance resolution and labor-management meetings.
3. Oversees all aspects of engineering for the Village including selection and coordination with engineering consultants. Assists in the evaluation of transportation, traffic and village utility

impacts of development proposals, permits, re-zones, plats, etc. Prepares traffic, utility, safety and other studies and reports; assists in the development of asset management systems.

4. Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility and formulates capital improvement plan for infrastructure needs.
5. Develops and updates the long-term plans involving the expansion and maintenance of municipal infrastructure. Identifies internal or external funding sources for infrastructure needs.
6. Provides professional advice as needed to Administrator, Board, and Planning and Zoning Commission.
7. Prepares comprehensive and concise reports (oral and written) to provide recommendations, convey activity summaries, and communicate information to elected officials and other individuals.
8. Meets or delegates meetings with developers to review subdivision or other building plans for compliance with codes, regulations, and standards, adequacy of applications for permits and approved plans or conducts review as needed; coordinates development review with Village Administrator, other staff and public officials as required.
9. Maintains an effective liaison with various individuals, groups or organizations in the interest of defining public works, increasing the public trust and unifying public relations; participates in civic and community groups as a department representative to discuss issues of mutual concern. Responds to customer service inquiries relative to department operations, specific projects, and other information; addresses and resolves errors and complaints.
10. Keeps informed of new and modified laws and regulations affecting department procedures or techniques; determines procedures, methods, and techniques necessary to implement laws and regulations; ensures the training of personnel as needed to properly implement compliance.
11. Performs similar or related duties as required.

Physical and Mental Requirements

Employee is required to stand, walk, sit, use hands, climb, balance, talk and listen while performing duties. Employee frequently lifts objects up to 10 lbs., seldom lifts up to 60 lbs. Normal vision is required for the position. Equipment operated may include light trucks, heavy equipment, light equipment, power tools, hand tools, office machines, communications equipment, and computers.

Occupational Risk

Occupational hazards include outdoor weather conditions, storms, high places, confined spaces, flooding, chemicals, biohazards, and moving mechanical parts.

Education and Experience

A candidate for this position should have a degree in Civil Engineering or related field, and seven years of experience with public works operations, including a minimum of five years of supervisory experience, or an equivalent combination of education and experience.

Required Certifications

- Licensed Illinois Professional Engineer
- Valid Illinois driver's license
- Certified Floodplain Manager (preferred but not required)

Key Knowledge and Skills

Knowledge of:

- Municipal policies, laws, and regulations affecting department activities
- Personnel management, including laws related to employment and collective bargaining
- Engineering and public infrastructure design principles and maintenance of potable water, stormwater, sanitary sewer, traffic, and roadway operations
- Project management
- Occupational safety precautions
- Modern office practices and procedures

Skill and ability in:

- Make sound decisions under stress and analyze complex engineering problems and situations quickly to formulate effective and reasonable courses of action in a safe and effective manner
- Development and implementation of policies and procedures, personnel administration, and budgeting
- Promoting staff effectiveness through coaching, delegation, training, and communication
- Communication, customer service and interacting tactfully with the public and co-workers
- Developing cost estimates on complex projects, conducting necessary engineering research, and compiling comprehensive reports
- Computer programs and applications
- Budget preparation and administration
- Strategic planning