



JOB POSTING

November 29, 2023

The **City of Country Club Hills** is now accepting applications for the following **FULL-TIME** position vacancy:

DIRECTOR, PUBLIC WORKS & WATER DEPARTMENT

Position Summary: The Director of Public Works & Water will be responsible for overseeing and managing the maintenance and construction of public infrastructure such as roads, bridges, and buildings for the City. They maintain a close collaboration with engineers and other professionals, conducting routine assessments of projects to ensure adherence to standards and overall acceptability. Simultaneously, they work to ensure that projects are completed on time and within the allocated budget.

Essential Duties/Responsibilities:

- Comprehensive knowledge of equipment, materials, facilities, methodology and procedures used in public water supply and distribution systems, such as storm drainage, sewer collection and street systems
- Knowledge of Public Works administrative practices, procedures and employee management
- Plans, schedules and implements construction, maintenance, and operation for projects designed to provide quality street and drainage service for the City
- Proficiency in the principles and procedures of municipal public works engineering, coupled with the capability to lead City personnel and engineering services. Profound skill in analyzing and proposing solutions to intricate engineering challenges, as well as effectively supervising essential engineering research and writing comprehensive reports.
- Maintain departmental requisitions for supplies and other records/reports relating to personnel, equipment and supplies
- Insures that all necessary materials, supplies and equipment are available by maintaining an accurate and current inventory
- Oversees the safety of employee workers and equipment operations by ensuring that workers are current on all OSHA trainings
- Analyze annual operating cost and makes recommendations for the Department budget
- Develops and implements policies and procedures and standards for the Department
- Provides essential services to the community such as waste collection. snow removal and water treatment
- Ensures compliance with all relevant laws OSHA regulations and safety standards
- Provides progress reports to Mayor, City Administrator, local government officials and community

- Ability to establish and maintain effective working relationships with employees, other departments and the public
- Serves on various committees as assigned
- Any and all duties as assigned

Required Skills/Abilities:

- Extensive knowledge of construction, engineering, building codes and OSHA regulations
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite and/or related software

Required Minimum Qualifications:

Education and Experience

- A Bachelors degree in Public Administration, Engineering or related field from an accredited college or university or any equivalent combination of education, training and/or experience
- High school diploma or equivalent required (GED)
- Minimum (10) years of experience relating to the construction, repair and maintenance of street or storm drainage systems including the operation of related maintenance equipment
- Minimum (5) years of supervisory experience
- Possess a Valid Driver's license with CDL endorsement

Physical Requirements:

To successfully perform the essential functions of the job, the employee must be able to stand, physically able to inspect construction sites including walking properties, crawl spaces, climbing ladders, and kneeling. The employee must be able to see, hear, use hands and fingers to feel, grasp, handle and operate objects or controls. Employees must be able to lift up to 50 pounds at a time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Work Environment:

While performing the duties of this job, the employee will be exposed to various weather conditions associated with working outdoors, i.e., rain, cold, heat and wind. The noise level is moderate to high. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLICATION DEADLINE IS DECEMBER 14, 2023

If you are interested, please submit a completed application to Patricia Hutson, City Clerk, 4200 W. 183rd Street, Country Club Hills, IL 60478. (phutson@countryclubhills.org) **EOE M/F/D/V/SO**

