



## 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 Department engages in intricate supervisory, administrative, and professional tasks involving the planning, organization, direction, and oversight of the Public Works and Water Department. This includes responsibilities related to environmental management, maintenance of the water distribution system, supervision of sanitary and storm water systems, oversight of streets, street lights, municipal buildings, parks, and various other public works projects and programs. The Public Works Director will be on call 24/7 for emergencies.

**Essential Duties/Responsibilities:**

- Responsible for complying with all OSHA, Labor Department, EPA, IEPA, MWRD and IDNR rules and regulations
- Responsible for sanitary sewer systems, lift stations, storm water systems, water mains, maintenance and repairs
- Proficient in preparing and administering the annual budgets for the Public Works and Water Department
- Effectively exercise judgment, initiative and make decisions relevant to the successful administration and operation of the department
- Be highly effective in planning, directing, supervising, and ensuring the safety and compliance in the daily operation of the Department
- Manage the maintenance and repairs of the City's parks, as well as make recommendations and plans for improvements
- Coordinate and supervise the maintenance and repair of all municipal buildings, public grounds, parks, streets, street lights and sidewalks
- Initiate and direct procedures during emergency situations
- Develop standard operating department procedures
- Represent the City in a highly professional manner when dealing with other governmental agencies, private firms and the general public
- Responsible for establishing and maintaining an effective relationship with all Public Works and Water Department employees, evaluating their performance and providing the necessary training for a highly skilled department
- Manage an effective safety and accident prevention program to ensure that all reasonable actions are taken to prevent accidents and injuries

- Establish and maintain a direct line of communication and effective relationships with all elected and public officials, residents and business owners
- Perform other duties as assigned

### **Education and Experience**

- A Bachelors degree in Public Administration, Civil 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 in Public Works
- Minimum (5) years of supervisory experience in Public Works
- Possess a class C water Operator's license
- Possess a valid CDL Driver's license with a B 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 OPEN UNTIL FILLED**

If you are interested, please email an application and resume in PDF format to Patricia Hutson, City Clerk, 4200 W. 183<sup>rd</sup> Street, Country Club Hills, IL 60478 ([phutson@countryclubhills.org](mailto:phutson@countryclubhills.org))  
**EOE M/F/D/V/SO**

