



## **Job Description**

<b>Position Title:</b>	Assistant Public Works Director – Utilities
<b>Department:</b>	Public Works
<b>Reports to:</b>	Public Works Director/PE
<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Regular Full Time
<b>Grade:</b>	X
<b>Hours:</b>	Generally daytime hours, with night, evening and on-call hours based on Village need

### **Statement of Duties**

Position is responsible for the operation of the Village’s water, sanitary and storm sewer facility, ensuring public health and safety and compliance with regulatory agencies. The Assistant Public Works Director-Utilities oversees water operations staff and consultants assisting the Village on various projects. Position ensures technical competence of other employees and ensures compliance with all current codes and criteria. APWD-U may have responsibility for oversight of the Public Works Department in the absence of the Public Works Director.

### **Supervision and Responsibilities**

Works under the administrative direction of the Public Works Director/PE, working from municipal policies and objectives. Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for results. Employee regularly consults with the Public Works Director/PE when project updates, activity updates, clarification, interpretation, or exception to municipal policy may be required. Employee develops and implements policies, goals, objectives and budgets, resolves all conflicts which arise, and coordinates with others as necessary. Employee has access to confidential personnel files and records of the department. Errors could result in harm to public health, delay or loss of service, monetary loss, injury to other employees, loss of life, damage to buildings and equipment, and legal repercussions.

Position is responsible for the supervision of employees. Employee provides input into the hiring, firing, discipline, and evaluation of employees. Employees are located in the same facility as the supervisor and perform work out in the field. The nature of work and volume fluctuate due to the season, new projects, unexpected infrastructure repairs, and unforeseen demands. Some events can be planned for in advance; others cannot. Employee is required to work outside of normal business hours to respond to emergencies.

### **Job Environment**

Position is responsible for managing functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for all utilities operations. Employee uses judgment and ingenuity to interpret and apply administrative or organizational policies, general principles, legislation or directives that pertain to utility services. Employee is required 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 or policies.

The position has frequent contact with the public 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 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. Directs and coordinates the efficient operation, maintenance, repair and construction programs relevant to the Village's public water supply and treatment facilities, storm sewers and ditches, and Village-owned sanitary sewers; monitors laboratory testing operations; assures that all processes and practices comply with all applicable laws, ordinances and regulations.
2. Supervises all work activities relative to water and sewer operations; participates in employee interviews, provides input as to hiring decisions and determines responsibilities of new employees; evaluates work performance; and maintains proper training for all employees to ensure that safe, efficient work habits are utilized during facility operation or equipment maintenance. Plans, schedules, and implements daily Public Works water and sewer operations.
3. Plans, directs and coordinates a maintenance program for the Village water distribution and

sewer systems. Schedules, supervises and reviews the work activities of department staff engaged a variety of duties related to water supply and sewer maintenance.

4. Establishes and administers operating policies and procedures relative to water and sewer operations to ensure the most efficient methods and economical means of administering water and storm sewer maintenance programs; identifies priorities and delegates assignments accordingly.
5. Supervises the preparation and processing of water and sewer operations sampling, reports and records.
6. Performs specialized work for the management of and continuing improvements to the Village water supply system and sewer system and contributes to the long-range planning needs for the water system.
7. Responsible for implementation and enforcement of security and safety measures.
8. Detects, locates, and repairs sewer blockages and water main breaks; monitors water pumping stations, elevated water storage tanks and related water system equipment.
9. Oversees inspections of any connections to the Village water system, including the installation of water meters and meter reading devices.
10. Assists in construction observation of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
11. Responds to non-utility related call outs when requested by the Public Works Director/PE as needed, including but not limited to: repair and maintenance of equipment, streets, right of ways, public buildings and grounds; and snow/debris removal, storm response, etc.
12. Effectively and efficiently operates a variety of equipment ranging from hand tools to large motorized machinery and vehicles, including backhoe, end loader, snow plowing equipment, brush chippers, street sweepers, etc. and is responsible for maintaining such equipment for safe operation.
13. Assists with enforcement of Village Codes and Ordinances as needed.
14. Attends meetings and represents the Public Works Department as designated by the Public Works Director/PE.
15. Performs similar or related duties as required by the Director.

## **Physical and Mental Requirements**

Employee works in a moderately loud office and outdoors on loud work sites. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, and reach with hands and arms while performing duties. Employee frequently lifts objects up to 10 lbs., occasionally lifts up to 60 lbs., and seldom lifts up to or more than 100 lbs. Normal vision is required for the position. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy equipment, light equipment, medical equipment, pneumatic tools, power tools, hand tools, office machines and computers.

## **Occupational Risk**

Occupational hazards include exposure to outdoor weather conditions, high places, confined spaces, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, and cave-ins.

## **Education and Experience**

A candidate for this position should have an Associate's Degree with vocational training in construction or related field, and eight to ten years of experience with water and storm sewer operations, and five years of supervisory experience; and knowledge of plan review, street maintenance, design, and construction, and public works project management; or an equivalent combination of education and experience.

## **Required Certifications**

- Valid Illinois Class B Commercial Driver's License with air brake endorsement
- Class "B" public water supply operator with the Illinois Environmental Protection Agency

## **Key Knowledge, and Skills**

Knowledge of:

- Public works operations, practices, and procedures
- Federal and state regulations and codes as they pertain to water supply and treatment and sanitary sewer collection
- Wells, towers, reservoirs, booster stations and lift stations, and their controls and pumps
- Equipment, facilities, materials, and methods used in maintenance, construction, and repair activities
- Principles, practices and techniques involving the design, construction, operation and maintenance of water and sewer systems

Skill and ability in:

- Use of tools and equipment used by the position
- Communication, customer service and interacting tactfully with the public and co-workers
- Use of computer software programs and office applications
- Promoting staff effectiveness through coaching, delegation, training and communication
- Perform work safely