



April 2024

## Deputy Director of Public Works/ Village Engineer

Join us in shaping the future of the Village of Oswego! The Village is seeking a highly motivated and experienced professional to serve as the Deputy Director of Public Works/Village Engineer. This individual will work closely with the current Director of Public Works who will be retiring within the year. The Village is growing quickly, so this position will have the unique opportunity for expedited career advancement and experience various learning opportunities. The Deputy Director of Public Works/ Village Engineer will play a key role in leading and managing various public works projects, overseeing engineering initiatives, and ensuring the efficient operation of the Village's infrastructure.



The Village of Oswego is in a phase of significant developmental growth in both residential and commercial areas. Current major projects include preparation for the Village's connection to Lake Michigan Water via the DuPage Water Commission, enhancement of the Wolf's Crossing road corridor, and conducting a Public Works facility space needs assessment. The Village is dedicated to supporting ongoing economic development and this position will aid in responsibly planning the infrastructure that will support this growing community.

### About the position

The Deputy Director of Public Works/Village Engineer 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, forestry, refuse and recycling, fleet maintenance, emergency management, and other public works projects and programs. The position is responsible for ensuring technical competence and compliance with all federal, state, and local agency rules, regulations, and safety requirements.



### Oswego *at a Glance*

**\$69.7 million**  
*FY24 Budgeted Expenditures*

**120**  
*Full-time employees*

**36,000**  
*Population*

**11,455**  
*Total Housing Units*

**\$107,956**  
*Median Household Income*

**3.01**  
*Avg. Household Size*

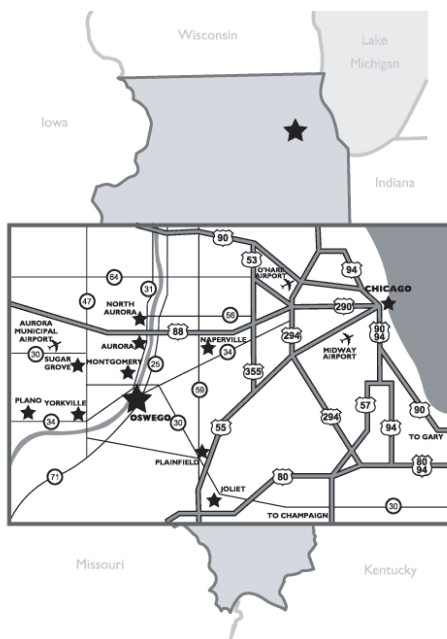
Find additional information  
and application information  
online at  
[www.oswegoil.org/jobs](http://www.oswegoil.org/jobs)

This position offers the opportunity to work with a qualified and dedicated team led by a tenured Director with an extensive depth of knowledge. A key project that the Village has undertaken is establishing a new water source for the entire Village. The full connection is anticipated to be completed in the years 2027 and 2028. This position offers a unique opportunity to work with external stakeholders as well as have a hand in providing the citizens of Oswego a healthy and sustainable water source for decades to come. Another key project is a multi-year plan to enhance the major east to west arterial road within the Village, Wolf's Crossing. This project will establish multiple roundabouts to increase safety and decrease congestion for the residents and travelers who use this road.



The next person in this position will interact regularly with the various departments within Public Works as well as support the Development Services department. This position will be responsible for performing and/or directing engineering work involving design, review, investigation, development, maintenance, construction, and inspection of public works projects, as well as residential, commercial and industrial developments within the Village. The Village Engineer also directs, coordinates, and administers engineering support services for the department.

## Community Profile



Kendall County has been one of the fastest growing counties in the U.S. in population and job growth. Oswego, the largest community in the county, has played a major role in that growth.

The Village of Oswego is located approximately 40 miles southwest of Chicago in the northeast section of Kendall County at the border of three collar counties: Will, Kane and DuPage. The Village has a small but growing segment in Will County. The Village is located within a short distance to Aurora, Naperville and Joliet, some of the largest municipalities in the metropolitan area outside the City of Chicago.

New residents remain drawn to Oswego's high-quality schools and excellent quality of life. Housing starts were sustained throughout the recession with Oswego continues to rank high in housing starts in the Chicago Metropolitan Area, reaching record levels today. Development continues in a variety of single-family and multi-family projects, with five new infill or greenfield Subdivisions under construction or anticipated to soon be under construction.

# The Municipal Organization

The Village of Oswego operates under the Trustee-Village form of government with an appointed Village Administrator. The Village President and six Trustees are elected at large for four-year overlapping terms and serve as the legislative branch of Village government. The Trustees are responsible for adopting policies affecting Village affairs, approving the Village budget, enacting ordinances and resolutions, and guiding the Village operations. The Village President is the chief executive officer of the Village and chairs meetings of the Village Board. The Village Administrator acts as the chief administrative officer, managing the day-to-day operations of the Village.



The Village has 120 full-time and 18 part-time or seasonal employees. Staffing needs are regularly evaluated to determine how best to meet the service levels required of the community as it continues to grow. The Village has two employee unions. The Village participates in IRMA for risk management and IPBC for employee benefits.

## An Ideal Candidate

Oswego's next Deputy Director of Public Works/Village Engineer will:

- Demonstrate strong leadership skills in personnel management.
- Knowledge of the fundamental principles and accepted practices of engineering; modern methods and techniques of civil engineering as applied to the design, construction, and maintenance of municipal infrastructure and utilities.
- Must have excellent interpersonal and communications skills and offer creative solutions to problem solving.
- Experience managing complex service contracts.
- Ability to direct a varied group of semi-professional and professional employees.
- Must have excellent verbal and written communication skills and maintain effective public relations.
- Experience in the Tyler Munis ERP environment is a plus.



## Deputy Director of Public Works/Village Engineer

The Deputy Director of Public Works/Village Engineer reports directly to the Director of Public Works and is an integral part of the Village's leadership team, providing oversight and professional management of the public works and engineering department.

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.

### **Education, Certifications and Experience**

- Bachelor's degree in civil engineering or related field.
- Minimum of seven years of experience with public works operations.
- Minimum of five years of supervisory experience.
- Any equivalent combination of education and experience may be considered.
- Licensed Illinois Professional Engineer required.
- Valid Illinois driver's license required.
- Certified Floodplain Manager preferred.

### **Compensation and Benefits**

The Village offers a full range of benefits, including health, dental, 457 plans, flex spending, paid vacation, sick and holiday time. Salary range is \$108,486 - \$162,730 DOQ.

## **Explore the Opportunity**

Submit cover letter, resume and employment application to [humanresources@oswegoil.org](mailto:humanresources@oswegoil.org). More information and the employment application are available online at [www.oswegoil.org/jobs](http://www.oswegoil.org/jobs). The position will remain open until filled. Applications will be reviewed as they are received.

The Village of Oswego is an equal opportunity employer.