

City of Mattoon, Illinois
Job Description

Title:	Public Works Director
Classification:	FLSA Exempt
Immediate Supervisor:	City Administrator
Departmental Commissioners:	Streets & Public Improvements; Public Property
Compensation Range:	Commensurate with Qualifications & Experience

POSITION SUMMARY:

The Public Works Director oversees the Engineering Department, Street/Utility Department, Water Treatment Plant, and the Wastewater Treatment Plant. The position is responsible for 33 employees, and annual operating budget of approximately \$6.7 million, and an average annual design and construction budget of approximately \$5.0 million. The Public Works Department oversees the construction and maintenance of; Streets, Sidewalks, Bikeways, City Buildings & Grounds, Water Treatment & Distribution, Wastewater Collection & Treatment, Storm Water Management, Boulevard Trees, and City Landscaping. The position is responsible for long-term capital planning, budgeting, land acquisition, surveying, design, and construction of the City's Capital Improvement Projects. The position is responsible for in-house design and construction, consultant design services, and contractor construction. The Public Works Director is responsible for formulating major department policies for resolving difficult administrative problems and for managing departmental budgets. The position is responsible for the following budgets; the Public Works portion of the General Fund, Motor Fuel Tax, Downtown TIF District, Capital Projects Fund, Water Fund, and Sewer Fund. The Director's position is administrative in nature and will focus on overall departmental coordination and will delegate authority for day-to-day operations and performance to departmental superintendents. Broad policy direction is received from the City Administrator and members of the City Council, who hold the Director responsible for the effectiveness of departmental programs.

ESSENTIAL DUTIES:

Guides and supervises departmental superintendents and support staff on problems relating to the activities of the department: recommends and administers policies and procedures.

Oversees and participates in the development of a fleet management program that will identify the best time to repair or replace equipment to gain maximum use at minimum cost.

Negotiates and drafts agreements and contracts with consultants, contractors and other governmental agencies for capital improvement projects.

Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Formulates capital improvements plans, prepares and justifies departmental budget requests.

Participates in exploring grant opportunities and formulating applications for grant funding.

Helps formulate city ordinances pertaining to departmental operations.

Responds to and resolves difficult and sensitive citizen inquiries and complaints regarding capital improvement projects; provides final decisions on variances to City standards and approves the use of new materials and methods.

Manages the preparation of engineering plans and specifications, bidding, selection of contractors and vendors. Oversees projects to ensure contractor compliance with plans, specifications, time and budget parameters for projects.

Oversees the procurement, construction, maintenance and operation of equipment, of city facilities and related electrical and mechanical systems.

Participates in the review of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans.

Updates and maintains “as built” record plans for sanitary sewer, water, storm drainage, street systems, buildings and facilities owned by the city.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively to provide quality customer services.

Represents the Public Works Department to other departments, elected officials and outside agencies; coordinates assigned activities with those other departments and outside agencies and organizations.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and capital improvements.

Perform related duties and responsibilities as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Civil engineering principles, practices and methods as applied to municipal government operations, construction and maintenance;
- Principles and practices of capital improvement project management and coordination;
- Effective management principles and techniques
- Methods and techniques of contract negotiation and administration;
- Mechanical and electrical systems;
- Public works equipment use, repair and maintenance;

- Federal, state and local laws affecting departmental operations;
- Human resource administration and municipal government financial management.

Skill in:

- Trades associated with public works maintenance, repair, alteration, and construction of facilities and fixtures.

Ability to:

- Organize, direct and coordinate the activities of several operating divisions;
- Develop and administer departmental goals, objectives and procedures;
- Develop long term plans and to formulate major policies on complex technical and administrative problems;
- Delegate authority and responsibility;
- Communicate clearly and concisely, both orally and in writing;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Act as a mentor to supervisors and their work with lesser skilled employees.
- Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Bachelor's degree in civil engineering, public administration, business management, or other related field from an accredited college or university, plus ten (10) years of service in any public works discipline, including five (5) years of supervisory and administrative experience in public works administration; or equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Illinois P.E. License preferred.**

SPECIAL REQUIREMENTS:

Must possess or be able to obtain and maintain an Illinois Class D Drivers License.

An employee in this job classification is required to assure that employees supervised use appropriate safety equipment and safety procedures.

RESIDENCY REQUIREMENT:

Shall reside within 20 miles of the corporate limits of the City of Mattoon within 1 year of their date of hire.

PERFORMANCE EVALUATIONS:

An employee's performance is measured in accordance with the specifications of this job description. This job description is subject to change by the employer as needs of the employer and the requirements of the job change.

**Public Works Director
Salary & Benefits**

Salary:	\$90,000/yr. to \$130,000/yr. Depending on Qualifications
Employment Status:	Full-Time. Salaried Position – No Overtime Compensation 12-Month Probationary Period
Work Hours:	Normal work hours are 8A to 4:30P, Mon thru Fri Responsible for on-call during non-working hours.
Work Vehicle:	A work vehicle will be furnished for City use only.
Cell Phone:	City-furnished cell phone, or \$100/mo. reimbursement.
Residency Requirement:	20 miles of Mattoon City Limits
Health Insurance:	Self-Insured PPO – Rates Effective 5/01/23 – 4/30/24 Employee only: \$199.62/month Family Coverage: \$514.24/month Dental and \$10,000 in Life Insurance Included
Retirement:	Illinois Municipal Retirement Fund Employee Share: 4.5% 10 years of service required to become vested
Holidays:	13 paid holidays per year
Vacation:	Accrue 15 days per year (3 weeks)
Sick Leave:	Accrue 10 days per year (2 weeks)
Drug Testing:	Pre-employment, post-accident, and random drug testing.