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## **JOB DESCRIPTION**

**JOB TITLE:** Superintendent of Public Works

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Full-Time, Non-Union, and Exempt

### **GENERAL RESPONSIBILITIES**

This position is responsible for all aspects of the Department of Public Works which includes: maintenance of all municipal buildings, public streets, alleys, sidewalks, curbs, drainage areas, recreational facilities, parks and retention ponds. This person shall exercise independent judgment and discretion and demonstrate strong ethical, professional and service oriented leadership. This person must possess and use excellent communication skills to set goals for the department, work collaboratively and effectively with the Village Departments. The Superintendent must set an example for excellence in conduct for the employees within the department utilizing best management practices in every aspect of this role.

### **SUPERVISION RECEIVED**

The Superintendent of Public Works shall report to the Village Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work closely with Administrative staff to review all Village capital and maintenance needs to establish priorities, to coordinate timely project schedules, to regularly report progress and to provide transparency for operations.
- Work with Administrator and Finance Director to establish annual operating and capital improvement budgets and ensure these budget parameters are met. Provide periodic review of expenditures to the department budget.
- Consult with Village Engineer to ensure construction projects meet expectations and to resolve potential conflicts. Participate with the bid phase of construction projects; review contract submittals.
- Plan seasonal and annual work flows and work closely with the Assistant Director to ensure adequate staffing is available and scheduled to manage daily work and ongoing project assignments in an efficient and safe manner.
- Ensure that Public Works staff are prioritizing, coordinating, and scheduling the department's projects and tasks to maximize employee productivity and efficiency.
- Maintain and monitor a safety program, create and maintain safety records, hold and attend regular safety meetings and monitor jobs and field conditions to update equipment, PPE and training needs on a regular basis.
- Create and maintain tool and equipment inventories, establish oversight protocols.

- Work with all departments and organizations affiliated with festivals, parades and special events to ensure adequate support is provided and executed per established timelines, as necessary.
- Communicate effectively and efficiently with the Assistant Director, Department Heads, employees, other departments, contractors, consultants, vendors, suppliers, the public, outside agencies, and other individuals as needed to coordinate activities, review status of work, exchange information, resolve problems, and give/receive advice and direction.
- Record and maintain accurate and up to date records within the division and in compliance with state/federal regulations. Keep current with new legislation of same.
- Provide oversight in ensuring departmental compliance with all applicable codes, permits, laws, rules, regulations, standards, policies and procedures.
- Maintain an efficient operating storm sewer system through routine repair, replacement and maintenance. This may include underground locating of storm sewer. Oversee all aspects of street maintenance (ie: street sweeping, pavement marking, pothole repairs, concrete and asphalt repair/replacement, seal coating, chip sealing, etc). Oversee street light repairs and replacement.
- Establish seasonal calendar and coordinate curbside brush collection program. Allocate adequate personnel and equipment to ensure pickup of brush on designated brush collection dates. Prepare response for storm cleanup and occasional branch/tree removal as necessary.
- Monitor seasonal equipment before, during and after use to ensure the equipment is in good operating condition at all times.
- Work with Assistant Director to assess future equipment needs and to establish specifications for specialty systems being acquired. Ensure employees receive all necessary training and protective gear is provided for new and current equipment and that training is regularly provided for ongoing operations. Regularly monitor that PPE is being utilized and create environment where employee safety is prioritized.
- Oversee traffic sign and street name sign installations (new), maintenance and/or replacement.
- Establish a sidewalk maintenance program in consultation with the Village Administrator. Create a timeline for work to be performed.
- Develop and follow a Snowplow Policy to include, snow removal, staffing and public administration. Maintain adequate salt supply for the winter season.
- Prepare and perform written evaluations for Assistant Director and office staff on an annual basis to assess performance and review previously set goals.
- Ensure accurate and timely reporting of employee work hours, for payroll processing, through Village provided electronic time management systems.
- Ensure operations are compliant with collective bargaining agreements.
- Assist with Grant procurement, rebates and other funding sources to enable most efficient spending practices. When equipment is being sold or offered for trade-in, prepare market value analysis to ensure adequate compensation for resources.
- Review ordering processes to ensure cost efficiency is being practiced.

- Prepare reports and make presentations to supervisors, boards, commissions, civic groups, and the general public.
- Regular attendance at Village Board and Committee meetings.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

The preferred candidate would have a bachelor's degree in a related field supplemented by ten (10) years Department Manager experience and/or training that includes capital project management, contract administration, budget administration, and managerial/supervision of team members; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Necessary Knowledge, Skills, and Abilities**

Must be fluent in all modern electronic communication systems and industry software applications (ie: Microsoft Office, email, text and Internet usage) required. Participate in training for other village-wide software programs utilized within the department. Must possess and maintain a valid Illinois driver's license; CDL preferred. Must be able to pass a criminal background investigation and drug screening.

5 years' experience with each of the following is preferred:

- Concrete and asphalt street repairs, to include storm sewer repairs and replacements.
- Driving and operating a dump truck, snow plow, tractor, riding mower and trailering of equipment and machinery.
- Municipal street, sanitation and snow plow operations

Other experience is desirable:

- Ability to safely operate or be familiar with all equipment within the Public Works Department
- Assign tasks and supervise employees
- Estimate personnel and time requirements.
- Build constructive relationships with other departments, employees, citizens, contractors, vendors and the general public.
- Analyze and prepare sound recommendations for the solution of difficult problems.
- Act swiftly with employee complaints to arrive at a mutually agreeable resolution.

## **ENVIRONMENTAL ADAPTABILITY**

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit and use hands to handle or feel objects, tools, or controls. The employee is

occasionally required to reach with hands and arms, climb or balance, bend, lift, carry, push, pull, stoop, kneel, crouch, crawl, twist and smell. The employee must be able to coordinate eyes, hands, feet and limbs in performing skilled movements. The employee might occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee frequently works in outside conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is frequently exposed to wet/or humid conditions, and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment is usually loud and at times, very loud.

Work is performed both in an office environment and outside in varying weather conditions. It is expected that this position will work outside normal business hours.

The Village of Bourbonnais is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.