



**BARRINGTON**

*Be Inspired.*

## Village of Barrington Job Description

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| <b>Position:</b>      | Director of Public Works |
| <b>Department:</b>    | Public Works             |
| <b>FLAS Status:</b>   | Exempt                   |
| <b>Union Status:</b>  | Non-Union                |
| <b>Date Approved:</b> | June 2022                |

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### **Objective**

This is a professional position with direct supervisory responsibility for administrative and professional work in safety, training, planning, organizing, directing and supervising the Public Works Department, including environmental regulations, water, sewer, streets, traffic control, fleet services, administration, water and wastewater treatment, recycling/refuse, capital improvements programs, building/grounds maintenance, forestry and other public works projects and programs.

### **Relationships**

Reports to: Village Manager

Supervisory Responsibility: Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

### **Essential Duties and Responsibilities**

1. Supervises division managers and department support staff, either directly or through subordinates.
2. Determines work flow procedures; prepares work schedules; and expedites workflow.
3. Issues written and oral instructions.
4. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
5. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
6. Maintains an effective team approach to general departmental operations; conducts meetings with staff and keeps them informed of relevant information/policies; develops individual and team improvement strategies; provides good example to staff; makes self available; assists employees with problem solving.
7. Prepares composite reports from individual reports of subordinates.
8. Determines staffing levels needed to fulfill the Village's service level expectations.
9. Responsible for overall training and continued certification of personnel in all job classifications under his/her jurisdiction.

10. Prepares an annual budget for submission to the Village and administers the expense of those funds.
11. Responsible for long-range planning for Public Works department; develops specific action plans for addressing new needs and programs to cope with change; evaluates ongoing activities for effectiveness.
12. Supervises the review of private project development plans for compliance with codes, regulations, and standards; and adequacy of applications for permits and compliance with approved plans.
13. Oversees the development or update of the comprehensive multi-year infrastructure program.
14. Determines applicable codes, regulations, and requirements for assigned projects.
15. Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
16. Solicits and negotiates applicable professional service contracts such as engineering, architecture, planning, etc.
17. Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
18. Oversees the maintenance of infrastructure and other records.
19. Acts as liaison for the Public Works Department; promotes effective and congenial public relations; responds to complaints and concerns of elected officials and residents relative to building and planning; meets with elected and appointed officials, other government officials, community and business representatives and the public on all aspects of the Department's activities.
20. Maintains regular contact with consulting engineers, construction project engineers, municipal, county, state and federal agencies, professional and technical groups and the general public regarding department activities and services.
21. Monitors inter-governmental actions affecting public works.
22. Maintains an effective team approach to general departmental operations; conducts meetings with staff and keeps them informed of relevant information/policies; develops individual and team improvement strategies; provides good example to staff; make self available; assists employees with problem solving.
23. Serves as an executive team member with the Village Manager to solve management and Village-related problems; attends department head staff meetings and Village Board meetings as requested.

### **Peripheral Duties**

1. Assists in the training of Village personnel in public works systems and techniques.
2. Attends professional development workshops and seminars to keep abreast of trends and developments in the field of municipal planning.
3. Serves as a member of various staff committees as assigned.
4. Follows all safety regulations, policies and procedures. Develops department required policies and procedures that meet Federal and State requirements. Reports all unsafe

conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

5. Performs other duties as assigned.

## **Qualifications**

### **Education and Experience**

Bachelor's degree from an accredited college or university in civil engineering, public administration or a related field; three to five years of comprehensive experience in public works administrative functions, including supervisory and project management direction; knowledge of municipal practices and construction codes; or any equivalent combination of education and experience.

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

1. Comprehensive knowledge of construction and maintenance methods, materials, and equipment as employed in Public Works activities.
2. Knowledge of the principles and practices of municipal public works engineering.
3. Comprehensive knowledge of public works administrative practices and procedures and of public works management.
4. Knowledge of public works project planning, development and construction.
5. Considerable knowledge of the principles and practices of effective supervision and management, including personnel administration and labor relations.
6. Ability to plan for future public works improvement and Village facilities needs.
7. Ability to delegate and distribute personnel, and to review the work of various operation divisions.
8. Ability to analyze and recommend solutions to complex engineering problems.
9. Ability to conduct necessary engineering research and compile comprehensive reports.
10. Ability to communicate effectively orally and in writing with employees, supervisors, vendors and the public; ability to establish and maintain effective working relationships.
11. Ability to review, develop and implement departmental programs/procedures and personnel hiring and promotional procedures, and to implement improvements.
12. Ability to train and supervise subordinate personnel; ability to exercise sound judgment in evaluating situations and in making decisions.
13. Ability to establish and maintain satisfactory working relationships with departmental and village personnel, elected officials, residents and other intergovernmental agencies.
14. Skill in the operation of the listed tools and equipment.
15. Must be able to safely operate a motor vehicle.
16. Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

### **Special Requirements**

Valid Illinois Driver's License.

### **Tools and Equipment Used**

Tools and equipment specific to civil engineering, surveying and drafting; personal computer skills generally consistent with Microsoft Office applications as well as Google Suites applications, including word processing, spreadsheet, and database software and the Internet; specific software developed for the Public Works department; calculator; phone; copy machine; fax machine, scanner.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Attendance Requirements**

Attendance is required for a 40 hour work week, which consists of five 8-hour days. Attends some Village Board, Committee, Commission and other related meetings as needed.

### **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 the essential functions.

The work is performed primarily in an office setting. However while performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, extreme cold and vibration.

The noise level in the work environment is usually quiet to moderate, except during construction situations when the noise level may be loud.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Date

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Department Head Date

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Human Resources Date