



DIRECTOR OF PUBLIC WORKS – VILLAGE OF NILES, ILLINOIS

NILES, ILLINOIS (pop. 30,912) Niles is seeking a progressive Director of Public Works who is comfortable balancing divergent viewpoints and development pressures while maintaining Niles's unique sense of community. The Director oversees a full-service Public Works Department that includes Streets, Water, Engineering, Fleet Maintenance and the Courtesy Transportation System. Niles is conveniently located on the northwest border of the City of Chicago. Niles is known for its friendly, multi-cultural neighborhoods, low taxes, and efficient transportation systems. This is a safe community where families and seniors are comfortable and enjoy the services and amenities. Niles is well-located in the region with proximity to O'Hare Airport and the interstate system. There is a range of housing choices supported by high quality public and private schools.

The Public Works Director is appointed by the Village President with the advice and consent of the Village Board of Trustees. The Public Works Director is responsible for directing and coordinating engineering, construction, inspection, and staffing requirements within the Public Works Department and reports to the Village Manager for the effective management and control of the public works system of the Village.

The Department of Public Works consists of 53 employees, 24 part-time employees, and 12 seasonal employees and is responsible for the maintenance and upkeep of village streets, sewers, water supply system, parkways, trees, signs, sidewalks, and alleys. The Department has three bargaining units; Service Workers and Supervisors are represented by Midwest Operating Engineers Local 150, and the secretaries are represented by AFSCME.

Major Duties involve recommending and administering department policies and procedures, develops and implements the Public Works Department goals and 2040 Comprehensive Plan goals, establishes appropriate service and staffing levels for Public Works, recruits, trains, and evaluates Public Works personnel in accordance with established policies and procedures, oversees and participates in the development and administration of the Public Works Department budget, directs and plans various construction projects, coordinates Public Works Department activities with those of other departments, outside agencies, and organizations, performs short- and long-term strategic planning, responds to and resolve difficult and sensitive citizen inquiries and complaints, provides leadership and motivation to staff to attain the goals of the department, encourages interdepartmental cooperation to fulfill the mission of the organization, provides swift and accurate communications with elected officials and ensure a high level of customer service and courtesy, participates in collective bargaining unit activities including but not limited to contract negotiations and administration, grievance hearings, and labor/management meetings, serves as the Village ADA Coordinator, and prepares professional reports, presentations, recommendations, and other correspondence, responsible for presentations to the Village Board, outside agencies, and other Village staff.

- The position requires a bachelor's degree in engineering, public or business administration, construction management or a related field. A master's degree is preferred.
- At least five (5) years of relevant experience in a supervisory or management role within the public works field or municipal government.
- An engineering background or experience supervising engineering operations is preferred.
- Experience with granting writing and management is preferred.
- Experience working with Federal, State, and County agencies is preferred.
- Excellent interpersonal and communication skills and offer creative solutions when problem solving.
- Be politically astute in dealings with the Village Board and other political entities the Village partners with.
- The ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- Must possess a valid Illinois driver's license and a satisfactory driving record.

The starting salary range until May 1, 2024, is \$135,037 - \$189,051 DOQ and experience. After May 1, 2024, the range will be adjusted to \$139,088 - \$194,723 +/- DOQ and experience, plus health, vision, and dental plans. Additionally, there is optional participation in 457b, Roth IRA plans, Flexible Spending Accounts (FSA), tuition reimbursement of \$3,050 annually (after one year of service) and free membership at the Niles Fitness Center for employees and dependents. This position participates in the Illinois Municipal Retirement Fund.

HOW TO APPLY

Interested candidates should apply online by Friday, March 22, 2024, with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Riccardo (Rick) Ginex, Vice President, GovHR USA/MGT; Tel: (847) 380-3240, ext. 160.

The Village of Niles is an Equal Opportunity Employer.