

OPEN POSITION: Director of Public Works & Engineering

The City of Lockport, a historic Will County community, is seeking qualified applicants for the position of a full-time Director of Public Works & Engineering

Starting Salary: \$150,000 - \$170,000 (DOQ)

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Essential duties listed below 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 if the work is similar, related or logical to the position.*

- Establish and implement department goals and priorities within the guidelines as established by the City Administrator;
- Establishing and maintaining effective working relationships with the Mayor/City Council, City Administrator, City Department Directors, collective bargaining unit, business and community groups, other public works organizations, state and federal officials, and representatives of the news media and public;
- Overseeing the selection, training, performance management, development, and discipline of employees in the Department of Public Works & Engineering in accordance with City policy & Collective Bargaining Agreements
- Assigns and monitors adequate personnel and equipment to such duties and uses as department operations warrant
- Coordinates with the Finance Director for the department's annual fiscal year budget request; while maintaining the departments current year expenditures
- Responsible for the supervision and accountability over all property, buildings, facilities, and vehicles that are property of the City of Lockport
- Develops multi-year plan for municipal capital improvement programs in cooperation with the City Administrator; and in turn preparing reports on the progress and status of the projected plans
- Investigating and/or responding to citizens' questions, concerns and/or complaints relating to the Department of Public Works & Engineering;
- Coordinates with the Community & Economic Development Director for engineering review, construction observation, and acceptance of all public improvements as part of development within the City
- Prepare and administer contracts with consultants and contractors for various capital projects and services
- Responsible for the development of capital project specifications and plans
- Project problems, develop and implement new work procedures, policies and methods of coordinating department services
- Prepare and administer procurement contracts for equipment, materials, and various city services
- Participates in public relations functions in order to promote department services
- Attendance at City Council/Committee of the Whole meetings, staff meetings and other meetings as may be required of this position

- **Keeps informed of current issues and developments in the field of public works which may have an impact on the operations of the department**
- **Compile current operations records of public works activities for submission to the elected officials and members of staff**
- **Provides approval and coordination for federal and state projects that are related to the municipal public works programs**
- **Assumes additional responsibilities and performs other duties as assigned or required**
- **This position will have the power and authority as prescribed by law and City ordinances to administer the Department of Public Works & Engineering**

QUALIFICATIONS:

- **Bachelor's Degree in Civil Engineering &/or at least 10-15 years of related work experience in Public Works operations with considerable management experience**
- **Master's Degree in Civil Engineering, Public Administration, or Business Administration, is a plus**
- **State of Illinois P.E. registration, is a plus**
- **IEPA Water or Wastewater Operator Certification, is a plus**
- **Previous experience in Collective Bargaining Agreements and contract negotiations, is a plus**

How to Apply: All candidates should forward their application/resume to: City of Lockport, Attn: HR Department, 222 E. 9th Street, Lockport, IL 60441; or by email at mhickey@lockport.org