

EXHIBIT A

Village of Orland Park Position Description

POSITION TITLE: Director of Public Works
DEPARTMENT: Public Works
CATEGORY: General Managerial
REPORTS TO: Village Manager
FLSA STATUS: Exempt
PREPARED BY: Peter J. Casey, Director of Public Works
PREPARED DATE: November 1, 2001



POSITION SUMMARY:

Under administrative direction, this position is responsible for the planning, organizing, coordinating and administration of the Public Works Department. This responsibility includes administrative direction over three branches of Public Works: Street Division, Vehicle & Equipment and Transportation Divisions and Utility Division. The Director is responsible for the day-to-day management and administration of the Public Works Department. Serves as an integral member of the Village's management team. Work is reviewed by the Village Manager for conformance to established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ascertains departmental needs and trends; implements, supervises and reviews the effectiveness of operations and programs; prepares the annual operating and capital improvement budgets; implements and directs short and long range plans. Maintains departmental records; enforces department rules and regulations; recommends program improvements to the Village Manager and/or Board of Trustees; reviews municipal utilities and public improvements in proposed developments; manages Public Works office staff; maintains contingency plans for emergency situations.
2. Supervises subordinate personnel; sets performance standards and prioritizes work; approves overtime, time sheets, personnel action forms and time off requests; ensures accuracy of personnel and payroll forms; participates in the selection, evaluation, motivation and discipline of subordinate personnel; coordinates and initiates training programs; conducts staff meetings; receives and investigates complaints relative to programs and personnel; reports findings and takes appropriate corrective action.
3. Coordinates departmental functions and agreements with other municipalities, organizations and departments; ensures compliance with all regulations and standards applicable to Village operations and facilities.
4. Directs programs of the Utility Division including customer service, water quality, meter installation and repair, sewer vacuum operations, program documentation, facility operations and maintenance and underground utility maintenance and repair.
5. Directs the programs of the Street Division including in-house pavement overlay, leaf pickup, in-house and contractual street cleaning, snow removal, right-of-way signing and maintenance, storm sewer repair and maintenance, sidewalk and curb replacement and street pavement crack sealing.
6. Directs the programs of the Vehicle & Equipment and Transportation Divisions including the Dial-A-Ride Bus service; vehicle preventative maintenance program; emergency repairs; inventory control; development of specifications for the purchase of vehicles and equipment.
7. Participates in the preparation of specifications and selection of goods and services; maintains supply inventories; approves requisitions for additional supplies in order to maintain work schedules.
8. Performs other duties as assigned or may be required.

SUPERVISION RECEIVED:

Supervised by the Village Manager.

MANAGERIAL/SUPERVISORY RESPONSIBILITIES:

Thorough knowledge of the principles and practices of public works construction, operation and maintenance; thorough knowledge of supervisory principles and practices; extensive knowledge of departmental policies, procedures, rules and regulations; thorough knowledge of Village ordinances, resolutions, policies and procedures; ability to establish and maintain effective working relationships with individuals, groups and organizations; ability to maintain confidential information; ability to work within time constraints and to prioritize work; ability to analyze operational problems and to make recommendations based upon such analysis; ability to prepare plans and reports; ability to establish and maintain operational records; ability to make verbal presentations; knowledge of the Council – Manager form of government; ability to perform duties with initiative and a minimum of supervision; ability to provide oral and written instructions to others; ability to design, implement and revise operating procedures; ability to communicate effectively verbally and in writing; ability to maintain professionalism and objectivity and to be tactful and courteous in stressful situations; ability to plan,

coordinate and review the work of others; ability to motivate subordinate personnel.

POSITION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education: Possession of a baccalaureate degree in civil engineering, public administration or related field is preferred. Graduation from a standard senior high school and required knowledge, skill and mental development equivalent to completion of a baccalaureate degree in engineering, business or public administration or a related field. Have a record of continuing professional education and training to keep up to date with current practices, programs, and technologies of Public Works operations.

Experience: Ten (10) years of progressively responsible experience in a management or supervisory capacity in a Public Works environment with leadership qualities and strong technical and administrative abilities. Have extensive knowledge of roadway maintenance, equipment management, fleet maintenance, water and sewage utility operation and management principles and practices; requires extensive knowledge of materials, chemicals, tools, machinery and equipment necessary to provide potable water in adequate supply; safely collect sewage; and storm water management.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Possession of a Class "C," I.E.P.A. Water Plant Operators License is preferred.

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.

While performing the duties of this job the employee will be required to frequently walk, stand, sit, drive, type and work at a computer. The employee will be required to occasionally lift or carry up to twenty-five pounds, and push or pull up to one hundred pounds. Occasional performance of overhead work, bending stooping, kneeling, twisting, and squatting are required.

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.

Work is performed in an office setting as well as outdoors when completing fieldwork. The noise level can vary from moderate to loud.