

**ASSISTANT PUBLIC WORKS DIRECTOR
VILLAGE OF FORSYTH, ILLINOIS**

The Village of Forsyth is currently accepting applications for the full-time, exempt position of Assistant Public Works Director. This position reports directly to the Public Works Director.

Located in the Decatur metropolitan area just off I-72, Forsyth is home to the area's regional shopping mall and additional retail, restaurant, and hotel development. Residents enjoy a high quality of life, with access to quality schools, park facilities, recreational trail system, and library.

ESSENTIAL DUTIES:

Assists with supervising the operation and maintenance of the water treatment plant and the repair and maintenance of plant equipment to ensure regulatory compliance. May perform related duties such as chemical process testing; maintaining related records; adding/mixing chemicals; changing fluoride drums, polymer drums, and chlorine gas cylinders; monitoring chemical usage; reordering chemicals as needed; completing required forms and reports.

Assists with supervising the operation and maintenance of the water distribution system; replaces and maintains water meters; responds to customer complaints; flushes and inspects fire hydrants; exercises water main valves annually; inspects water towers and ground storage for defects; collect water samples; respond to emergency situations; shuts off services to customers as appropriate; locates underground water service and mains.

Assists with supervising the operation and maintenance of the wastewater and stormwater collection systems; identifies pump and flow problems and takes appropriate actions; maintains generators for use during power outages.

Assists with supervising the maintenance of traffic signals and storm sirens; responds to equipment failures; contacts contractors for repairs; replaces bulbs as needed.

Assists with supervising the maintenance and repair of Village streets; fills potholes; removes snow and ice.

Assists with coordinating the maintenance, repair, and mowing of Village parks, rights-of-way, and athletic fields; maintains Village trails; maintains irrigation systems; prepares specifications for construction projects.

Assists with coordinating the repairs and janitorial services for Village buildings and facilities.

Assists with supervising a staff of approximately 12 full-time/part-time/seasonal employees.

Assists with the preparation of operating and capital budgets.

Performs other related duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent is required. Graduation from an accredited college or university with a Bachelor's degree in a related field of study is preferred.

Thorough experience in public works operations, including experience in the field of water treatment and distribution operations, and experience in a supervisory or managerial capacity is required.

Possession and maintenance of a valid driver's license issued by the State of Illinois for the type of vehicle(s) and/or equipment operated (Class B) or the ability to obtain one within six (6) months of start date is required. Must also have and maintain an acceptable driving record.

Possession and maintenance of a State of Illinois Class B Drinking Water Operator Certificate is required. Possession and maintenance of a State of Illinois Class A Drinking Water Operator Certificate or the ability to obtain one within one (1) year of start date is strongly preferred.

SALARY AND BENEFITS:

Salary range for this position is \$45,000-\$55,000 DOQ, plus benefits.

HOW TO APPLY:

Please submit cover letter and resume to Darin Fowler, Public Works Director, at dfowler@forsyth-il.gov. Position open until filled. Applicants may be subject to physical and/or medical examination upon conditional offer of employment.