



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

Employment Opportunity

Director of Public Works

POSITION SUMMARY

The Director has primary responsibility for the organization, operation, and overall performance of the Public Works Department. This specifically includes the department and administration of the departmental budget and the supervision of all department employees. Department functions include engineering, sewer utilities, streets, and public works construction activities. Independent judgment is used according to the situation, and different courses of action must be taken to complete the department tasks. Work is performed in all kinds of weather conditions.

PRIMARY DUTIES

- Oversees budgetary operations and prepares budgets as required.
- Disseminates regulations to ensure proper organization and use of personnel.
- Plans and directs activities of the public works department.
- Performs administrative activities of the public works department.
- Coordinates formal and on-the-job training programs for recruits and personnel development.
- Keeps records and prepares reports including personnel reports.
- Develops and recommends policy options and alternatives for consideration by the Mayor and the Village Board

MINIMUM QUALIFICATIONS

- Knowledge of public works operations, including construction, engineering, maintenance, office, and business procedures.
- Ability to plan, organize, schedule, coordinate and direct public works functions, including streets, sewer utilities and engineering.
- Knowledge of and experience in the application of management and supervisory principles and practices as applied to municipal government.
- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations.
- Knowledge of and experience in the management of occupational hazards and safety precautions.
- Knowledge of the principles and practices of engineering and construction, particularly as applied to municipal functions.
- Ability to efficiently prepare and maintain thorough and accurate reports and records.
- Ability to establish and maintain effective working relationships with the public, news media, employees, external agencies, and organizations.

DESIRED QUALIFICATIONS

- Graduation from a four-year college with major course work in engineering, public works, business administration, or public administration, master's degree or engineering license preferred.
- Demonstrated management or high-level administrative experience.
- Progressively responsible experience in public works

Mayor
Michael M. Watson

Clerk
Julie Tambling

Board of Trustees
Ryan LeBran Brian Tieri
Darren Westphal Grant VandenHout
Brian Billingsley Gene Jordan



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COMPENSATION AND BENEFITS:

The starting salary for the position is +/- \$90,000 and will be commensurate with knowledge, skills, and experience. The Village of Bradley provides a comprehensive employee benefits package that includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

HOW TO APPLY:

Qualified candidates should send a cover letter, resume and three (3) professional references to Village Administrator Craig Anderson at canderson@bradleyil.org.

The Village is an equal opportunity employer. Applications will be taken until the position is filled.

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