



Assistant Director Public Works Department

The Assistant Public Works Director will assist the Public Works Director in providing leadership and management of the day-to-day operations of the department as identified by the Director. Under limited direction, this position will assist in the planning, coordination and management of the Public Works Department; coordinates Department programs and strategies required to meet the Village's goals and objectives; and provide high-level administrative, analytical and project support to the Director. The Assistant Director is a senior management position which may be assigned responsibilities for directing the activities of one or more divisions within the Department, in addition to being assigned various activities and projects assisting the Director in carrying out the Department's mission and goals.

Assists the Director in the management of the Public Works Department. Will have direct oversight of the Administrative staff and Vehicles & Equipment/Transportation Division. Will provide administrative and leadership support to the Streets, Utilities, and Natural Resources and Facilities Divisions as needed.

Assists the Director and Operations Managers in directing, administering and managing all activities of the department for the maintenance of public infrastructure including; potable water; sanitary and storm sewer drainage systems; streets; lighting; buildings/facilities; parking deck; park facilities; ponds; forestry; vehicles and equipment and transportation programs along with the planning and construction of related capital improvement projects.

This position also administers the solid waste hauling and recycling contract; the PACE van ADA transportation contract; NAPA contracted services; as well as other contracted services.

Assumes significant responsibility for a variety of personnel activities including assigning and overseeing others; ensuring department wide performance evaluations, staff selection, training/development, disciplinary action and terminations are handled consistently and to promote growth and results.

This position in collaboration with the Director is responsible for exempt employee goals and objectives; will work collaboratively with leadership team to lead the overall goals and objectives for exempt and hourly staff to ensure consistency and uniqueness. Goals and objectives will be measurable and reviewed annual through department climate survey.

This position will also oversee and coordinate the department's key performance indicators and assist in the coordination of the data for reporting purposes. Performs research and data analysis and prepares summary reports in support of department programs, projects and initiatives.

Coordinates and oversees the compilation and development of the Public Works operating and capital improvement budgets. Gathers information and prepares complex budget and staffing reports for use by management.

Oversees the administration of procurement activities for the department, including contracts, requisitions, purchase orders and procurement cards.

Oversees budget and high-profile projects through project execution meetings.

Performs wide-range of assignments necessary to assist in the completion of a variety of Public Works projects/programs, including but not limited to GIS, GPS, EAB, ARA, snow complaints and issues, storm water, backflow program, personnel uniform program, purchasing and pricing and other programs/projects as needed.

Recommends, develops and assists in implementing new and revised policies and procedures, to improve administrative and budgetary operations.

This position will prepare for and attend Committee of the Whole and Village Board Meetings as required. In addition, this position may attend other village wide meetings and or industry related meetings as required. Assists the Director and other Department staff in preparing Board agenda items.

Represents Public Works as required for internal departments, community groups and residents at various meetings, committees and functions.

Provides general administrative support to management, including preparing memos and correspondence; and creating and maintaining databases and files.

Shares a dedication and commitment to the Village of Orland Park's employee values which include; integrity, communication, teamwork, professionalism and quality of life.

Possesses knowledge and stays current on necessary laws, regulations and codes to be compliant and effectively oversee the work of others. Exercises discretion applying general policy and procedures, resolves organizational and service delivery issues, and assists with setting strategic direction and obtaining organizational goals.

This position will complete special projects and other duties as assigned and may coordinate programs and services with other Village departments. Duties will also include inter-government agreements and tracking of plan reviews.

If supervisory personnel require supplemental staffing, may serve on a weekly rotation schedule as the duty supervisor.

A Bachelor's degree in Public Administration, Business Administration, Construction, Civil Engineering, or other related field is required. Master's Degree is preferred. Requires continued education in administration, management, leadership and technical principles to keep pace with advancements within the Public Works field. Related technical training or education is also preferred.

Seven (7) to ten (10) of Public Works or similar functional experience is required. Three (3) to five (5) years of supervisory experience is highly preferred. Prior administrative/analytical experience is preferred. Strong computer skills including experience with Microsoft Office Suite, Outlook, Word and Excel are needed. Experience with Tyler or other work order management systems is preferred.

Strong project management, supervisory skills, verbal and written communication skills, the ability to mentor and train others, prepare and analyze data to diagnose and resolve operational problems, and the ability to maintain effective work relationships and maintain composure in stressful situations are also needed.

This position is primarily performed in an office setting; however, this position will also be required to work outdoors in various types of weather conditions.