

Date posted: December 7, 2012

**Employment Opportunity
Internal/External Posting
Assistant Director of Public Works**

Job Description

This position assists in the management, planning, and organization of the Field Services Office (which includes Streets, Water, Sanitary/Storm Sewer Collection and Drainage, Wastewater, Environmental Laboratory, Solid Waste Collection contracts), Fleet Services, Facilities Management, Electric Distribution, Communications, Public Works Engineering, and Administrative Support. This position will assist the director in meeting the city's goals while working on the establishment of departmental priorities, budget preparation and administration, data analysis, management reporting, and employee relations, including administration of union contracts. This position requires exercise of considerable professional judgment and initiative. In the absence of the Director of Public Works, may assume the duties of Director.

Requirements

Thorough knowledge of the principles and practices, laws, ordinances, and statutes of Public Works administration, methods and the procedures of utility maintenance and repair, and types and uses of modern maintenance and related equipment, tools, and materials. Strong leadership and project management skills to effectively and efficiently organize, direct, and coordinate projects, personnel, and equipment are a must. Effective skills in written and verbal communication, negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretation and analysis of technical and statistical information, and proficiency with software programs such as Windows, Word, Excel, Access are also required.

This position requires a Bachelor of Science in civil engineering, construction engineering, public administration, business or closely related field, minimum of eight (8) years experience in the administration and management of a municipal public works department, and minimum of five (5) years supervisory experience. A Master degree in civil engineering, construction engineering, public administration, business or closely related field is desirable. A Professional Engineering license from the State of Illinois is also desirable. Residency requirements must be met within one (1) year of hire. (See attached)

Salary

The salary will be commensurate with experience with excellent benefits. Please be sure to include salary history with all applications.

Apply on line at www.stcharlesil.gov by Sunday, January 13, 2013.

Please complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov.

The City of St. Charles is an Equal Opportunity Employer.

Residency Requirements

Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.