

Date posted: March 1, 2016

City of St. Charles
Internal/External Employment Opportunity
Public Works Manager – Environmental Services
Full-Time

Job Description

This position manages the administration and operations of the Environmental Services Division of the Public Works Department, including water supply, treatment and distribution, wastewater treatment and collection, environmental laboratory, solid waste (recycling, waste, and refuse), and jointly with the Public Works Manager – Public Services manages storm water collection/drainage units in accordance with the city, state, and federal policies, ordinances, regulations and laws. This position will supervise staff and perform work involving the use of judgment and planning in the repair and maintenance of public works infrastructure. This position is responsible for developing long-range plans and objectives, managing and prioritizing capital projects, keeping abreast of new developments and techniques as it relates to areas of responsibility, preparing and administering the annual budget, and making presentations to top management, public groups, and city council. Responsible for the preparation and submittal of all required state and federal (IEPA and EPA) reporting in an accurate and timely manner. Exceeding customer expectations with unparalleled commitment to customer service and positively promoting and enhancing services and programs offered.

Requirements

Applicants must have thorough knowledge of the principles and practices of public works administration, project management, budgeting, cost control, inventory control, purchasing, and record keeping. Strong knowledge of materials, methods, techniques, tools, and equipment used in the repair and maintenance of water, wastewater, laboratory, and solid waste, and the precautions necessary for safe operations are required. The ability to prioritize, organize, delegate, effectively communicate both verbally and in writing, and solid skills with software programs such as Microsoft Office suite and GIS are also required.

Applicants must have a Bachelor's degree in Civil, Environmental, Chemical, or Sanitary Engineering or related field, a minimum of eight (8) years' experience in an EPA regulated environment pursuant to water, wastewater, and solid waste industries with environmental laboratory expertise and a minimum of five (5) years of progressive supervisory experience, or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. Should possess a Class B Water operator's license and/or Class I Wastewater operator's license, or have the ability to obtain one or both within 24 months of hire.

Salary

Starting pay will be commensurate with experience. Excellent benefit package provided.

Application Instructions

External Applicants should apply on line at www.stcharlesil.gov no later than **March 20, 2016**. Resumes should be attached in the on-line application with salary history. Additional documents may be sent to hr@stcharlesil.gov. If unable to apply online, or for other assistance, please contact 630-377-4446. Internal applicants must thoroughly complete an Internal Employment Application (available on the iNet or from the Human Resources office).

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