

**Date Posted: January 30, 2014**  
**Application deadline: February 23, 2014**

**City of St. Charles**  
**Employment Opportunity**  
**Internal/External**  
**Public Services Division Manager**

**Job Description**

This position is responsible for planning, coordinating, and supervising the operations of the Public Services Division of Public Works. Primarily responsibilities are the safe construction, maintenance, inspection, testing, and repair of the City's municipal streets, storm sewers, alleys, curbs/gutters, sidewalks, and right of ways; procurement and management of contracts; maintenance of City buildings, facilities, and public spaces; traffic control signs throughout the City; special events; urban forestry to include chemical application and mowing contracts; and the snow removal program. Providing support for other departments and divisions in the abatement of emergency situations and routine requests for assistance is critical. The supervisory responsibilities include hiring, promotion, discipline, and termination; establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulations and ethical standards and the collective bargaining agreement.

This position co-manages the Public Services Division with another division manager. Together they assist the Public Services Manager and the Assistant Director of Public Works in setting short and long term divisional goals and objectives, and in preparing and administering the Public Services budget.

**Requirements**

Applicants must possess a Bachelor's degree and advanced level training in construction, construction management, project management, architecture, engineering, street construction, ROW construction, and/or facilities management. A minimum of eight (8) years of Public Works or construction management experience, as well as five (5) years supervisory experience is required. Knowledge of project management techniques, OSHA, IDOT, and ANSI standards are also required.

Must possess the ability to take initiative, and exercise professional, independent judgment to plan work, formulate recommendations and make sound decisions. Exceptional oral and written communication skills, to build rapport with co-workers, contractors, management, elected officials, and the public are essential. Requires strong computer skills with email, internet, Word and Excel. Familiarity with other software packages such as Calendar Creator, Lotus Notes, Net Facilities, Pavement View, Tree Keeper, Lawson, Microsoft Project, and other project management software programs preferred.

Applicants must be able to work under varying environmental conditions and lift up to 50 pounds. In addition, applicants must be able and willing to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week, carry a wireless communications device, and possess a valid CDL or acquire one within 6 months of hire. This position has residency requirements which must be met within 1 year. (See attached) If selected, successful completion of a background check, physical, functional capacity evaluation, and drug screen are required.

**Salary**

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

**External Applicants** should apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by February 23, 2014. Complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

**Internal Applicants** must thoroughly complete an Internal Employment Application (available on the iNet or from the Human Resources office) by February 23, 2014.

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

**Residency Boundaries:**

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.