

**Posted: September 19, 2013**

**Application deadline: October 13, 2013**

**City of St. Charles**  
**Employment Opportunity**  
**Internal/External**  
**Special Services Division Manager**  
**Full-Time**

**Job Description**

This position is responsible for planning, coordinating, and supervising the operations of the Special Services Division of Public Works. The primary responsibility is to provide contract and project management for the maintenance of City buildings, facilities, and public spaces. This includes the procurement of maintenance and construction agreements/contracts for a variety of services to include but not limited to landscape, tree, concrete, masonry, doors & windows, roofing, mechanical, plumbing, electrical, specialty and janitorial. Will establish and maintain strong working relationships with vendors. Responsible for documents, work orders, preventative maintenance schedules, and tracking of work utilizing various software programs. Will work directly with staff to schedule, plan, and manage the activities of the facilities, buildings and grounds maintenance. Responsible for responding to citizen and employee inquiries regarding facilities maintenance concerns.

Shared responsibilities of this position and the Construction Services Division Manager are construction, maintenance, inspection, testing, and repair of the City's streets, storm sewers, alleys, curbs/gutters, sidewalks, right of ways, and signage, as well as special events, urban forestry, and the snow removal program.

**Requirements**

Applicants must possess a Bachelor's degree in construction management, project management, architecture, engineering, facilities management or another closely related field. 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, facilities management, street maintenance and repair, 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. Strong computer skills with Word, Excel, and Microsoft Project or another project management software program are required. Preferred experience with Lotus Notes, Net Facilities or similar facilities management software, Tree Keeper, and Lawson.

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 October 13, 2013.** 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 by October 13, 2013.** The Internal Employment Application is available on the iNet or from the Human Resources office.

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.