City of St. Charles Position Description				
	Position Title	Public Works Division Manager		F Functional Required
	Department	Public Works	**Division**	Public Services
			Section	
	Full/Part Time	Full Time	**Union**	Non-Union
	Reports to	Public Works Manager	**Positions Supervised**	• Assistant Division Manager(s) • Crew Leader(s) • Laborer/Equipment Operator(s) • Laborer(s) • Laborer/Sign Technician • Maintenance Technician • Fleet Technician I & II • Fleet Parts Technician
	FSLA Status	Exempt	**Salary Grade**	F

Position Description Overview

This position, under the general supervision of the Public Works Manager, is responsible for planning, coordinating, and supervising the operations of the Public Services Division, including construction services, forestry & grounds, special events/projects, and fleet & facility services, within the Public Works Department for the City of St. Charles. This position will be assigned primary responsibility for one of 3 areas; construction, maintenance, inspection, testing, and repair of the City's municipal streets, storm sewers, alleys, curbs/gutters, sidewalks and right of ways; maintaining the City's forestry, landscape, special events, and signs programs; or maintenance and repair of the City's fleet, buildings, and facilities. This position is also responsible for the procurement and management of contracts, supervision of Public Services staff to safely execute work, and oversight of the snow removal program.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

Primary Responsibilities:

The incumbents of this position are primarily responsible for one of three distinct areas as outlined below. While specialization is not required in all areas, a working knowledge of each facet of the operation is

necessary to effectively prioritize needs, execute work efficiently, and offer redundancy to counterparts.

1. Plan, coordinate, supervise, and evaluate the work and projects for repairing and maintaining roads, sidewalks, parking lots, and storm sewer to ensure safe, functional operation by:
    - Planning, coordinating and supervising of staff work activities and division projects including street, sidewalk, storm sewer, pavement marking, and curbside collection programs;
    - Schedule, repair and maintenance of street equipment;
    - Receiving, answering, and remedying citizen concerns regarding street maintenance and stormwater issues;
    - Maintaining appropriate records, reports, and correspondence on division matters;
    - Coordinating street and storm sewer maintenance activities with other City departments and Public Works Divisions.
    - Monitor storm sewer collection system in accordance with applicable laws, rules and regulations.

2. Plan, coordinate, supervise, and evaluate the work and projects for maintaining the City's Forestry, Landscape, Special Events, and Signs by:
    - Planning, coordinating and supervising of staff work activities and forestry and landscape projects including mowing, tree pruning, tree removal/planting, landscaping, weed spraying, ecological restoration, and related contractual services;
    - Conduct plan reviews for tree planting. Inspect trees in new subdivisions; inspect trees for protection during demolition and new building;
    - Planning, coordinating and supervising of staff work activities including the making, installing, repairing, and replacing of traffic control signs, and the preparation for City-wide special events;
    - Schedule, repair and maintenance of forestry, landscape, and sign shop equipment;
    - Receiving, answering, and remedying citizen concerns regarding storm forestry and landscape problems;
    - Maintaining appropriate records, reports, and correspondence on forestry, landscape, signs and special events matters;
    - Coordinating forestry maintenance activities with other City departments and Public Works Divisions; and
    - Coordinate divisional activity in Special Events throughout the City and work with other departments to ensure sufficient resources are available.

3. Plan, coordinate, supervise, and evaluate the work, projects, maintenance and upkeep of the City's fleet and facilities by:
    - Assisting the Public Works Manager with the procurement of maintenance and construction agreements for various work types including but not limited to site work, landscape, tree work, concrete, masonry, doors & windows, roofing, interior finishes, mechanical, plumbing, electrical, specialty and janitorial services. Managing all facilities related contracts and agreements with various vendors;
    - Maintaining all facilities related documents, work orders, preventative maintenance schedules, agreements, assets and manuals in computer software system;
    - Establishing working and professional relationship with facilities vendors;
    - Planning, coordinating and supervising of staff work activities and facilities division projects including general building maintenance, mechanical/ electrical/ plumbing upkeep, general building construction, and grounds maintenance;
    - Scheduling repair and maintenance of facilities equipment;

- Receiving, answering, and remedying citizen and employee complaints regarding facilities maintenance problems;
- Maintaining appropriate records, reports, and correspondence on facilities division matters;
- Coordinating facilities maintenance activities with other City departments and Public Works Divisions;
- Applying for building permits and have knowledge of building codes; and
- Maintain the Preventative Maintenance Program and CFA reports;
- Inspect work in-progress and completed projects to ensure the proper work tools, equipment, and safety precautions are being used and followed;
- Coordinate repair of vehicles with outside vendors, when appropriate;
- Develop work methods, processes, and procedures in an effort to maximize mechanics' effectiveness and efficiency; and
- Respond to and/or coordinate the response to emergency situations, such as mechanical breakdowns.

Other Responsibilities:

The following responsibilities are to be a coordinated effort between the Public Works Division Managers.

1. Supervisory responsibilities include 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.
2. Assist with personnel matters such as hiring, promotion, and discipline, and termination.
3. Assure safe work methods are being utilized in all operations; provide safety education and training where appropriate; support departmental and City safety goals and objectives.
4. Respond and/or coordinate the response to emergency situations, such as snow removal, downed trees, and storm sewer flooding in the Public Services division.
5. Manage all facets of the City's snow & ice program.
6. Communicate, verbally and in writing, the progress of projects, costs of projects, etc. to the Public Works Manager, and work with the Purchasing and Inventory Control Manager in the purchasing of materials and equipment for required construction.
7. Inspect work in-progress and completed projects of City crews and outside contractors of construction repair and maintenance projects.
8. Communicate, verbally and in writing, the progress and costs of projects, etc. to the Public Works Manager. Perform additional office work in areas such as street map preparation, snow removal planning, tree inventory, managing construction projects, and payroll processing and review.
9. Assist the Public Works 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.
10. Set-up for special events including Scarecrow Fest, Pride of the Fox Fest, parades, Arbor Day, etc.
11. Respond to concerns and inquiries from the public; investigate complaints, and take appropriate action.
12. Assist with enforcement of Municipal Codes concerning trees in public right of ways.

13. Keep City's landscapes and streetscapes manicured and in good condition.
14. Lead Safety meetings and ensure compliance with OSHA regulations and annual training requirements.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
   - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
   - Participating in proactive team efforts to achieve departmental and City-wide goals;
   - Assisting other co-workers on special projects as required; and
   - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Support other City departments/divisions in the abatement of emergency situations.
2. Perform streets, storm sewer, forestry, fleet, and facilities division duties when necessary.
3. Arrange for parts and supplies that are needed for the repair and maintenance of vehicles and equipment.
4. Advise appropriate personnel on when to retire (auction) vehicles and equipment and help to identify appropriate equipment for City use.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge

Standard

1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

Position-Specific

1. Extensive knowledge of project management techniques.
2. Extensive knowledge of street, storm sewer, and fleet maintenance repair methods, procedures and techniques.
3. Extensive knowledge of the hazards of the work and correlative safety measures and precautions including OSHA, IDOT, and ANSI standards. Maintain Certificates through continuing education units (CEU's).
4. Working knowledge of Windows, Excel, Calendar Creator, Lotus Notes, Net Facilities, Pavement View, Tree Keeper, Lawson, Microsoft Project, and other project management software programs.

Skills	*Standard* 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
	Position-Specific 1. Considerable mathematical skills to calculate amounts of material, miles driven, hours worked, and materials needed. Fundamental mathematical skills include the use of addition, subtraction, division, multiplication, fractions, and knowledge of the metric system.
Abilities	*Standard* 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. In particular, multiple projects in multiple locations. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges. 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver’s license.

	Position-Specific 1. Ability to exercise professional, independent judgment in planning own work, formulating recommendations, and making decisions. 2. Ability to run computer programs for tree inventory, sign inventory, and maintenance, and the street and sidewalk maintenance. 3. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week, and carry a wireless communications device. 4. 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. 5. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.
Education & Experience	1. Bachelor's degree required with advanced level training in construction, construction management, project management, architecture, engineering, street construction, ROW construction, and/or facilities management. 2. Eight (8) years of Public Works experience or equivalent construction experience. 3. Five (5) years of supervisory experience. 4. Experience in the management of a successful Fleet and/or Infrastructure Preventative Maintenance Program is desirable. 5. National Incident Management System (NIMS) training as required. 6. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical/ Environmental Demands	*Standard* 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as equipment backup alarms and electronic communication devices. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	Position-Specific Moderate physical activity including: 1. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, etc. 2. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc. 3. Ability to perform duties under a variety of conditions which may require walking, climbing, crawling, balancing, kneeling, stooping, standing, and/or sitting for extended periods of time. 4. Ability to move, remove, and replace heavy objects and use heavy tools and/or equipment weighing up to 50 lbs. 5. Ability to work near moving mechanical parts and in high, precarious places.

Position Description Acknowledgement

Position Title	**Revised/Updated**
Public Works Division Manager	1/21/16

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee	Date
Supervisor	Date
Human Resources	Date