



Public Works Director/Village Engineer - Village of Grayslake, Illinois

Grayslake, IL The Village of Grayslake, Illinois seeks a Director of Public Works/Village Engineer to oversee the public works operations and engineering functions. The Village is approximately 9.6 square miles and serves a population of 21,200, a full-service community located in Lake County Illinois, approximately 40 miles Northwest of Chicago. Grayslake historically maintains a very low crime rate and a friendly hometown atmosphere, with beautiful neighborhoods and excellent schools. The Village offers a diverse housing stock, accessible transportation, a vibrant historic downtown district, and 3,500 acres of public open space.

The Grayslake Public Works Department is recognized as being professional, well trained, with employees dedicated to providing public services. The Public Works Department consists of 7 full-time employees (including the Director) and seasonal staff. Five members of the department belong to a union. The service delivery model relies heavily on service contracts to provide a variety of services to the community in a cost effective and efficient manner.

It is estimated the Public Works Director/Village Engineer dedicates 1/3 of their time to overseeing and supporting the operations of the department and 2/3 of their time overseeing and managing the engineering function which are provided by various consultant firms. There will be a one-year transition period and overlap with the current Director.

Ideal Candidate

The ideal candidate will possess the following:

- Knowledge of the fundamental principles and accepted practices of engineering; modern methods and techniques of civil engineering as applied to the design, construction, and maintenance of municipal infrastructure and utilities; operations of a water and sewage system including the chemical, physical and bacteriological processes involved in water treatment and sewage system operations; materials, methods and techniques used in public works and utility maintenance and construction activities. Strong communication, team collaboration, and customer skills.
- Experience managing complex service contracts.
- General knowledge of planning and zoning practices.

Major Duties and Functions

The Director reports to the Village Manager and is a member of the senior leadership team. The senior leadership team works closely and collaborates daily in a variety of areas impacting the organization and community. The primary duties of the Director include the following:

- Serves as the Village Engineer, although a Professional Engineer (P.E.) license is not required.
- Supervise and provide oversight of the capital improvement project design and inspection process to ensure compliance.
- Oversees the completion of complex engineering reports and studies.
- Prepare requests for proposals, oversee, and manage the selection process, and manage contracts for engineering services.
- Interact regularly with the public and customers to resolve issues.
- Collaborate with and advise the Building Department on site plans for non-residential, commercial projects and subdivisions to ensure compliance with Village Code and other village requirements/priorities.
- Participates as a member of the Development Team, a cross-functional project team.

- Working through the operations supervisor, responsible for the direction of day-to-day Public Works functions through employees, contractors, and vendors to ensure department functions and projects are carried out effectively and within requirements.
- Responsible for the overall management of the Productivity Incentive Program (PIP) which is the system for tracking work activities and related productivity based on use of time resources.
- As the operator in charge, oversee and manage the day-to-day operation of the Village's water and sewer operating systems.
- Evaluate performance of subordinates and provide ongoing, on the spot feedback and mentoring through instruction and training to improve competency and performance.
- Participate in various human resource activities including interviewing, selection, evaluation, documenting poor performance, and issuing disciplinary action and accolades when appropriate.

Minimum Qualifications

- Bachelor's degree in engineering, public or business administration, construction management or a related field.
- Working knowledge of civil engineering principles and associated construction.
- Ten (10) years of progressive administrative or professional experience in public works, water, and wastewater systems.
- An equivalent combination of education, training, and experience may qualify.
- Must possess a Class "C" water operator license by the State of Illinois (within one year of hire).
- A valid driver's license is required.

Salary and Benefits

The starting salary range is \$160,000 - \$180,000 +/- depending on qualifications and experience. Other benefits include an annual bonus for retaining the Class C License and competitive health, vision, and dental plans. This position is also eligible for participation in the Illinois Municipal Retirement Fund and experience will be considered when determining annual vacation accruals.

How to Apply

Submit resume, cover letter, and contact information for five professional references to www.GovHRjobs.com to the attention of Sarah Schillerstrom, Senior Vice President, GovHR USA, Tel: 847-380-3240 x 138. First review of resumes will occur on February 16th.

The Village of Grayslake is an Equal Opportunity Employer.