



JOB POSTING

DATE: August 29, 2017

POSITION: Public Works Director

SALARY: \$75,000-\$95,000 based on qualifications

The Village of Lansing is seeking a full-time Director of Public Works. The position is responsible for directing the day-to-day operations and planning functions of the Village's water system, wastewater and storm water systems, utility, street, traffic control, snow removal, fleet maintenance and building maintenance operations. The successful candidate supervises and oversees the entire Public Works Department which is made up of 24 unionized positions and 3 full time Office Clerks. The Director of Public Works reports to the Mayor.

JOB DUTIES: Must be a visible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control. Coordinates the annual performance evaluation of subordinates and administers and/or recommends a wide variety of personnel actions including hiring, promotion, termination, and discipline. Issues department work rules and reviews and enforces departmental policies and procedures. Determines departmental priorities for provided services and recommends capital improvements to the Village's infrastructure.

QUALIFICATIONS: The Village seeks a candidate that possesses strong management, organizational, customer service and communication skills. The ideal candidate will have experience in strategic planning and organizational development, and possess financial knowledge to include fiscal planning, budget management, and grant writing. Thorough knowledge of municipal public works operations is strongly desired, however exceptional candidates with a proven management track record in other fields may be considered. High school diploma/GED is required. Bachelor's or Master's Degree in Public Administration, Civil Engineering or related field is preferred, but any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job is acceptable. A valid driver's license is required. Class C IEPA Water Operators Certification or higher is preferred. Must reside, or have the ability to relocate to the Village of Lansing within 18 months of hire.

DEADLINE: Open until position is filled

To receive consideration, please pick up an employment application and submit your application and resume to Dan Podgorski at the Village of Lansing Municipal Center, 3141 Ridge Road Lansing, Illinois 60438. Your resume may also be submitted as an email attachment, please send to dpodgorski@villageoflansing.org. If you submit a resume by email, please make the subject line of the email the position you are applying for.

The Village of Lansing is an Equal Opportunity Employer.