



Superintendent of Public Works, Street Division, City of Sycamore

The City of Sycamore is seeking a Superintendent of Streets within the Public Works Department. The Superintendent reports directly to the Assistant Director of Public Works. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The Superintendent of Public Works, Street Division is a full-time management position assigned to the Street Division. The position of Superintendent of Public Works, Street Division oversees Street Division personnel, including skilled and semi-skilled employees involved in the operations, repair, maintenance and construction of Street Division facilities, sanitary and storm sewers, forestry, and related equipment and support systems; related duties, as assigned; administrative and supervisory duties required.

Minimum qualifications required:

- Bachelor's Degree strongly preferred.
- Three years of experience in a relevant Public Works or trade field is required, including two years of supervisory experience with ability to enhance existing skills.
- Possession of a valid CDL Class B State of Illinois Vehicle Operator's License within 30 days of hire.

This is an exempt, full-time position that requires a normal 40-hour workweek. The starting annual salary is \$75,000 to 88,000. The City of Sycamore offers a generous benefit package. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries can be directed to Human Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com.

The City of Sycamore is an Equal Opportunity Employer

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: **January 2017**

POSITION TITLE: **Superintendent – Public Works**

GROUP: **Street Division, Public Works Department**

REPORTS TO: **Assistant Director of Public Works**

FLSA STATUS: **Exempt**

JOB SUMMARY

This position is created and governed by the City Code and Salary Ordinance. The Superintendent of the Street Division is a full-time management position assigned to the Administration program of the Street Division. The position of Superintendent of Street Division

oversees Street Division personnel, including skilled and semi-skilled employees involved in the operations, repair, maintenance and construction of Street Division facilities,

sanitary and storm sewers, forestry, and related equipment and support systems; related duties, as assigned; supervisory duties required.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervision of Staff and Projects:

- Assign, coordinate, supervise, and evaluate the skilled and semi-skilled employees of the Street Division.
- Monitor work activities to ensure safe work practices, work quality, and accuracy.
- Participate in the selection, training, and evaluation of Street Division personnel.
- Plan projects, including determination of schedules, personnel needs, and materials necessary to complete planned projects.
- Coordinate the maintenance, repair and cleaning of necessary equipment and facilities.
- Assist in planning the budget.

2. Public Relations:

- Handle in-person and telephone questions and requests in a professional manner, including emergency calls.
- Establishes positive working relationships with City management, City staff, and the public.

3. Records/Reports:

- Prepare and maintain work orders, records, reports, and data books regarding work completed and work scheduled.
- Prepare reports and recommendations to Assistant Director of Public Works regarding progress of projects and inventory of materials and equipment.

4. Purchasing/Specifications:

- Make determinations of amount of materials and supplies required for the proper operation of the scheduled projects.
- Develop plans and specifications for same projects.

5. Special Projects:

- Perform special projects as assigned by the Assistant Director of Public Works.
- May perform related skilled maintenance or maintenance work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Advanced knowledge of principles, practices, goals, terminology, equipment, materials and operating procedures for the maintenance and operation of public works facilities.
- Basic knowledge of City services including its automotive fleet, traffic signals, street light system, water system controls, heavy maintenance equipment, etc.
- Demonstrated ability to identify hazards and to direct and supervise appropriate safety actions and precautions.
- Demonstrated commitment to a healthy and safe working environment.
- Demonstrated ability to establish and maintain effective working relationships with employees and the general public.
- Ability to operate the division's computer system, including data and word processing applications.
- Ability to develop specifications for supplies, materials, and equipment needed to perform necessary work.
- Ability to collect, develop, analyze and provide statistical reports regarding public works operations.
- Ability to prepare and maintain detailed records, reports, and work orders.
- Ability to plan, layout, schedule, assign and inspect the work of others.
- Ability to communicate effectively, both orally and in writing, with employees and the public by phone or in-person.
- Demonstrated ability to understand and follow complex oral and written directions or instructions;
- Ability to work as a team leader and team player.
- Willingness to learn and expand abilities.
- Ability to work a forty hour work week with periodic comp time.
- Ability to respond to emergency calls.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- Bachelor's Degree required.
- Supplemental formal education, vocational, trade or technical training is desirable.

Experience:

- Three years of experience in a relevant Publics Works or trade field is required, including two years of supervisory experience with ability to enhance existing skills.

Certification And Licenses Required:

- Possession of a valid CDL Class B State of Illinois Vehicle Operator's License within 30 days of hire.
- National Incident Management System (NIMS) Training completed within 1 year of employment.
Courses: ICS-100, ICS-200, ICS-300, ICS-700 and ICS-800.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for taking instruction from others, sight is required. Required to use hands to finger, handle, and feel objects, tools or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 80 pounds) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials. Physical demands include traversing rough terrain; climbing in and out of heavy equipment; exposure to heat and cold; exposure to poisonous plants, insects, and bees.