

**VILLAGE OF KENILWORTH, ILLINOIS
RECRUITMENT PROFILE**

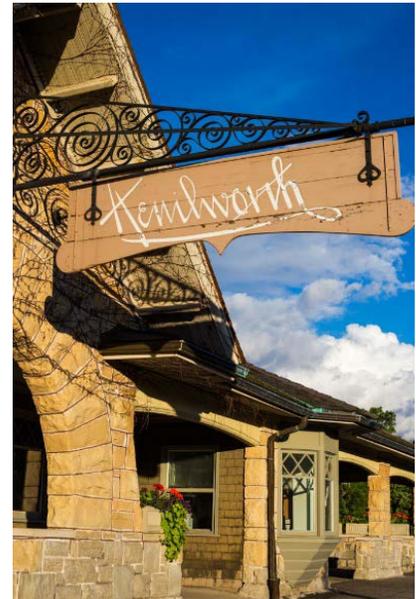
PUBLIC WORKS SUPERINTENDENT

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Public Works Superintendent for the Village of Kenilworth.

About the Community

The Village of Kenilworth, Illinois (pop. 2,513) is a Chicago suburban community fronting on Lake Michigan in an area that is commonly referred to as the “north shore.” A beautiful, historic community, the Village is located 17 miles north of downtown Chicago in Cook County and is one of the area’s premier suburbs with excellent schools, a beautiful beach along Lake Michigan, and winding tree lined streets with stately homes.

The Village is bounded by Wilmette to the south and Winnetka to the north. Kenilworth has a charming commuter train station located along Green Bay Road, a major state-owned arterial that passes through Kenilworth and other north shore communities. The Green Bay Road corridor is the site for the majority of commercial activity in the Village with a variety of retail and personal and professional service businesses located along the roadway.



About the Village

The Village is a non-home rule community governed by a Village President and Board of Trustees elected at large. The Village operates under the Council/Manager form of government, providing for a Village Manager who is responsible for the day-to-day operations of the Village including the supervision of the Village’s 21 full-time and two part-time employees.

The Village’s department heads include the Police Chief, Public Works Superintendent and Community Development Director. The Village Manager’s office is comprised of the Finance Administrator, the Assistant to the Village Manager and an Analyst. The Village’s fire and emergency medical services are provided through contract with the Village of Winnetka and potable water is supplied by the Village of Wilmette. The FY 2017 Budget totals \$4.35M with a capital budget of \$600K.



About the Public Works Department

The Public Works Department strives to maintain a work environment built upon trust, respect, citizen involvement and responsiveness to resident needs. The Department is responsible for the maintenance of

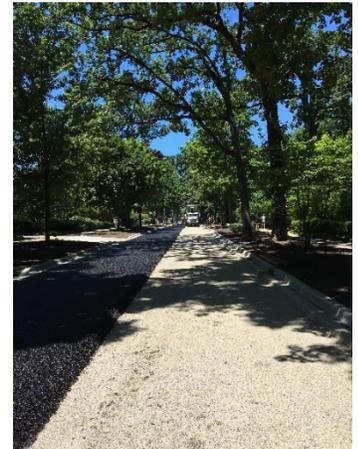
sewer and water mains, streets, street lights and traffic signals, forestry, right-of-way maintenance, buildings and structures, and vehicles. The Department is also responsible for snow and ice removal for the 12 miles of road in the Village. The Superintendent will oversee a staff of 3 full-time employees. The current three members of the team have a combined 60 years of experience and institutional knowledge of the needs of the community.



About the Position – Duties and Requirements

The position is responsible for overseeing the daily operations of the Department, contract management, establishing long term goals and managing the department's annual budget. The Superintendent will be expected to respond to after-hours emergencies, such as snow removal, as needed.

The next Superintendent will play an assistive role in the future decommissioning of the Water Plant made necessary by a recent decision to secure potable water from the Village of Wilmette. The Superintendent must have a “hands-on” working approach and be willing to jump in and get his/her hands dirty.



The ideal candidate will possess a blend of supervisory experience and knowledge of Public Works operations, including repair and maintenance of underground infrastructure. Specifically, qualified candidates will be expected to have a minimum of seven years experience and demonstrated supervisory experience.

Successful candidates should possess a two-year college degree (or a commensurate level of relevant experience), and possess or have the ability to obtain a valid Illinois CDL. An ILEPA certified Water Supply Operator certification of Class D or higher is preferred.

Compensation and Benefits

The Village offers a starting salary of \$92,000 +/- and a comprehensive benefit package that includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (that is also available to dependents), life insurance, and voluntary participation in a deferred compensation program. The Village also offers paid vacation, holidays and personal days and unlimited sick time.

Selection Process

Candidates should apply immediately with a resume, cover letter and contact information for three professional references online at: <http://www.govhrusa.com/current-positions/recruitment> First review of candidates shall occur on March 17, 2017.

For Questions Contact:

Mysi DeSantis, HR Generalist, GovHR USA at (847) 380-3169 or mdesantis@govhrusa.com or

Nadim Badran, Assistant to the Village Manager, Village of Kenilworth 847-251-1666 or nbadran@kenilworthil.org

The Village of Kenilworth is an Equal Opportunity Employer