



MORTON GROVE,
ILLINOIS

DIRECTOR OF PUBLIC WORKS



GovHR USA
GovTEMPS USA

THE POSITION IN BRIEF

The Director of Public Works is the executive in charge of overseeing the Morton Grove Public Works Department, including responsibility for established public works divisions that include Street/Forestry, Water/Sewer, Vehicle Maintenance, Engineering and Building Maintenance. The Director works closely with the Village Leadership Team, Village Board members, local businesses, Village stakeholders and other regional partners in a very collaborative and professional environment. The Department Operating Budget for FY2023 is designated as \$6.1M. In addition, the Director oversees the FY2023 Water (\$8.1M) and Sewer (\$1.6M) Funds Budgets and designated Capital projects (\$3.0M). The Department is comprised of 41 full-time employees who provide all Village maintenance services. Part time and seasonal positions provide additional staffing for the Department. The Director of Public Works is appointed by the Village President with the consent of the Board of Trustees and reports to the Village Administrator.

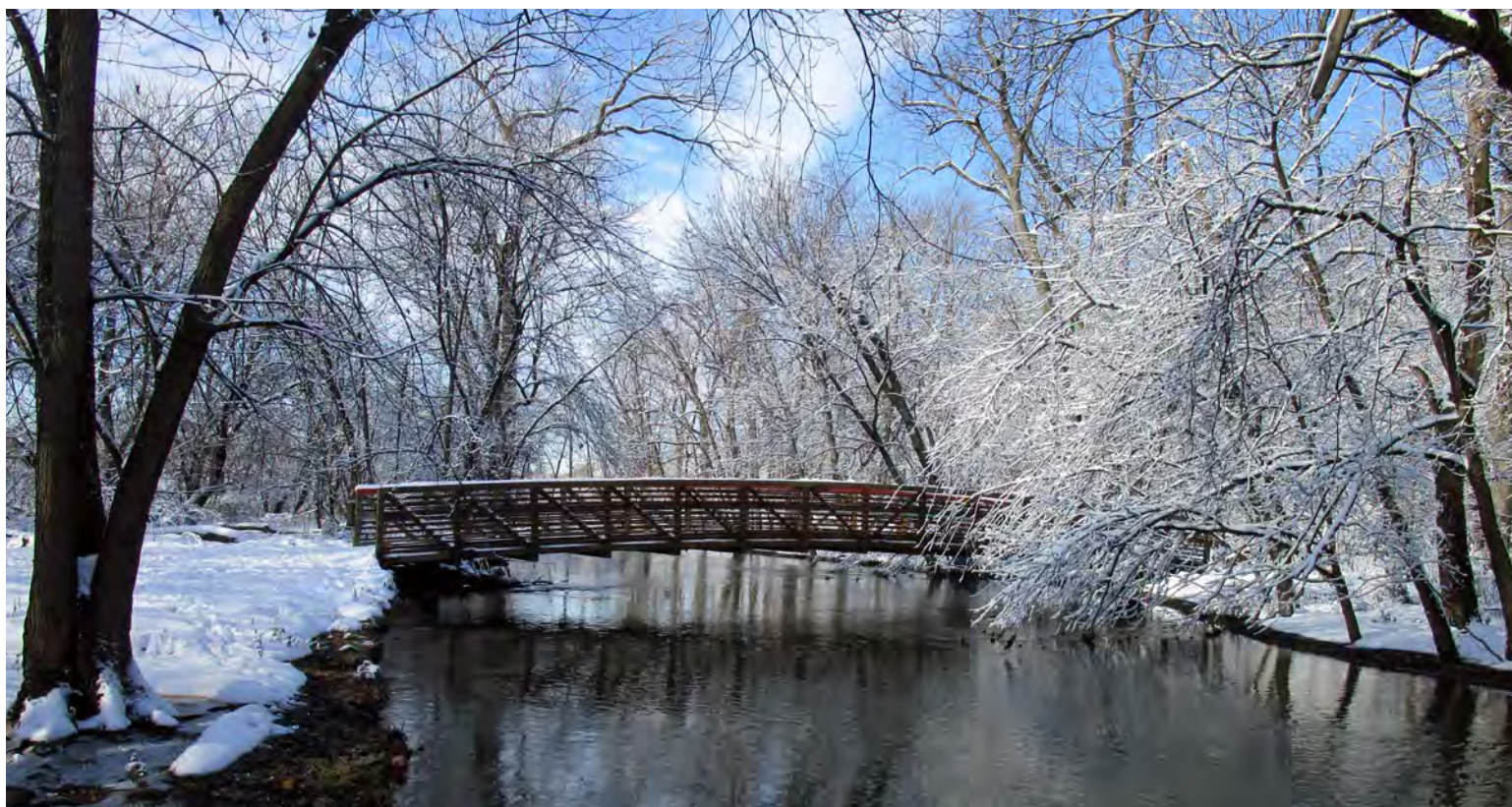


THE COMMUNITY

In the 1830s, English immigrants moved into the Lehigh-Beckwith area, followed by German and Prussian families a decade later. In 1872 the Milwaukee Railroad laid a single-track line setting up a flag stop in town. At that time, the approximately one hundred residents named their community Morton Grove for railroad financier Levi Parsons Morton, who later served as the 22nd United States Vice President under President Benjamin Harrison.

In 1892 the railroad completed a second track and a year later the first subdivision was built east of these tracks. Incorporated in 1895, the Village covered 1,200 acres with 600 more acres added by 1900. Four years later land along the North Branch of the Chicago River and the Skokie marshes was designated forest preserve property. Morton Grove's biggest growth spurt occurred in the 1950s, when the population rose by over 15,000 after the opening of the Edens Expressway.

Today, Morton Grove (5.1 square miles) is a diverse suburban community (pop. 25,297) that offers hometown charm. The Village is close to downtown Chicago, O'Hare Airport, Interstates 94 and 294 and is serviced by Metra trains and Pace buses. The Village has outstanding restaurants and shops and a balance of residential, retail and commercial properties that provide diverse offerings to its residents. Morton Grove is described as an "Incredibly Close community of neighbors that enjoys living in Morton Grove and care about each other."



Community Overview



Incredibly Close Amazingly Open



QUICK FACTS

Median Household Income

\$85,476

MORTON GROVE

\$85,476

ILLINOIS

\$65,030

\$61,937

UNITED STATES

Education

50.4%

AGED 25+ HAVE
EARNED A COLLEGE
DEGREE

Diversity

41.4%

WERE BORN
OUTSIDE OF THE
UNITED STATES

Transportation

1 INTERSTATE

1 METRA LINE

6 BUS LINES

3.4 MILES OF
PAVED TRAIL

15 MINUTES
TO O'HARE

Population

25,297

RESIDENTS

5.09 SQUARE MILES

Housing

9,012
UNITS

84.4%

OWNER-OCCUPIED

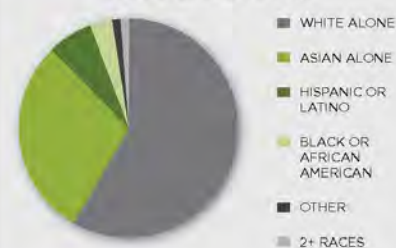
Home Value



\$308,424

MEDIAN
HOME VALUE

Race & Ethnicity



DOING BUSINESS



\$477,182,194

IN ANNUAL RETAIL SALES

\$20,519

IN ANNUAL RETAIL SALES PER CAPITA



11,395

WORKERS IN
MORTON GROVE

2,763,344

WORKERS IN
COOK COUNTY

Average Daily Traffic



44,900

DEMPSTER STREET

26,200

WAUKEGAN ROAD

TOP 10 EMPLOYERS

| # | EMPLOYER | EMPLOYEES |
|----|------------------------|-----------|
| 1 | John Crane | 535 |
| 2 | Xylem | 475 |
| 3 | Amazon | 363 |
| 4 | New Avon LLC / Favera | 362 |
| 5 | Schwarz Paper | 244 |
| 6 | Lakeshore Recycling | 225 |
| 7 | MG Living & Rehab | 205 |
| 8 | Shore Koenig | 200 |
| 9 | Quantum Color Graphics | 190 |
| 10 | Wockhardt | 176 |



**TRAVEL
DISTANCE**

| CITY | MILES | DRIVING DAYS |
|-------------|-------|--------------|
| Atlanta | 731 | 2 |
| Chicago | 2 | 0 |
| Cleveland | 359 | 1 |
| Dallas | 934 | 2 |
| Denver | 1,009 | 2 |
| Detroit | 297 | 1 |
| Kansas City | 528 | 1 |
| Los Angeles | 2,018 | 4 |
| Memphis | 547 | 1 |
| Minneapolis | 401 | 1 |
| New Orleans | 940 | 2 |
| New York | 804 | 2 |
| St. Louis | 304 | 1 |
| Seattle | 2,056 | 4 |

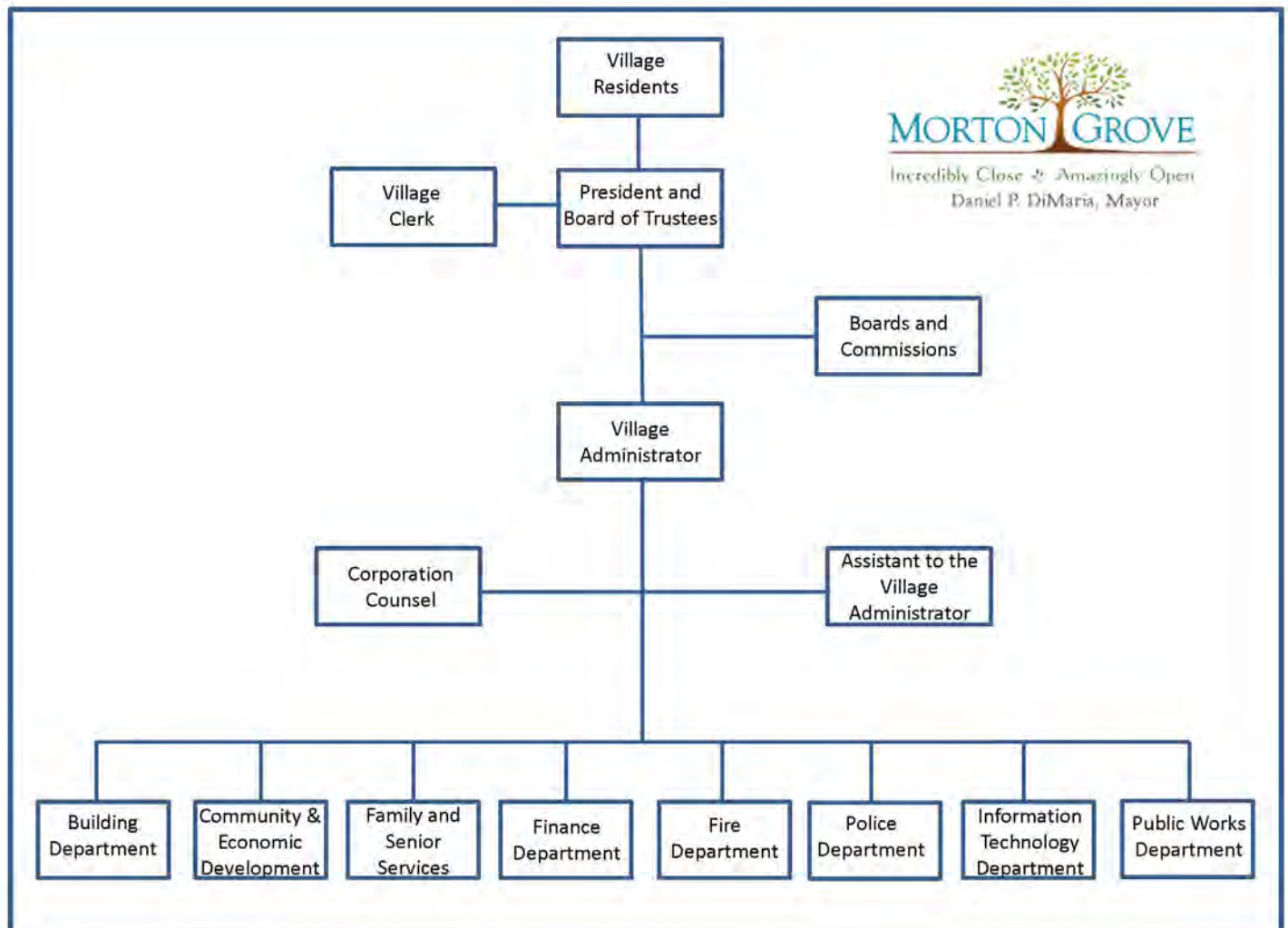


VILLAGE GOVERNMENT

Morton Grove maintains a Village home rule form of municipal government led by a Mayor (also referred to as a Village President), a Village Clerk, and six Trustees who are elected for four-year terms. Elections are held every two years. The Mayor, with the concurrence of the Village Board, appoints a Village Administrator. The Village Administrator is in charge of the day-to-day operations of the Village and oversees department directors.

The Village of Morton Grove provides high quality municipal services through eight departments:

- Administration
- Building and Inspectional Services
- Community and Economic Development
- Family and Senior Services
- Finance
- Fire
- Police
- Public Works



THE DEPARTMENT

The Public Works Department maintains a staff of 41 full-time employees who provide all Village maintenance services. Part time and seasonal positions provide additional staffing for the Department. The Department is comprised of five divisions:

- **Street/Forestry Division**

Responsible for preserving the rights-of-ways throughout the Village and maintaining and repairing 270 lane miles of Village thoroughfares and 58 lane miles of State and County Roads within the corporate boundaries of Morton Grove. Additionally, these employees conduct all the snowplowing, street sweeping and leaf collection duties.

- **Water/Sewer Division**

Responsible for the quality of the Village's water supply; monitors the Village's water supply and distribution at its two pumping stations and two elevated water tanks. Provides for maintenance of the sanitary, storm and combination sewers and their appurtenances.

- **Vehicle Maintenance Division**

Responsible for the routine maintenance and all repairs to the municipal fleet (approximately 130 vehicles), including Fire Department, Police Department, Public Works and Administrative Department vehicles.

- **Engineering Division**

Responsible for design, inspection and administration of all construction projects within rights-of-way and other lands owned by the Village of Morton Grove including street resurfacing, street patching, street lighting, sewer lining and street striping projects and programs; procuring funding and administering various projects performed within the boundaries of the Village of Morton Grove by the State of Illinois Department of Transportation and the Cook County Division of Highways; reviewing plans and proposals for projects proposed by private developers for compliance with Village, State, County and Metropolitan Water Reclamation District ordinances and policies; maintaining the Village's computer-based Graphic Information System (GIS).

- **Building Maintenance Division**

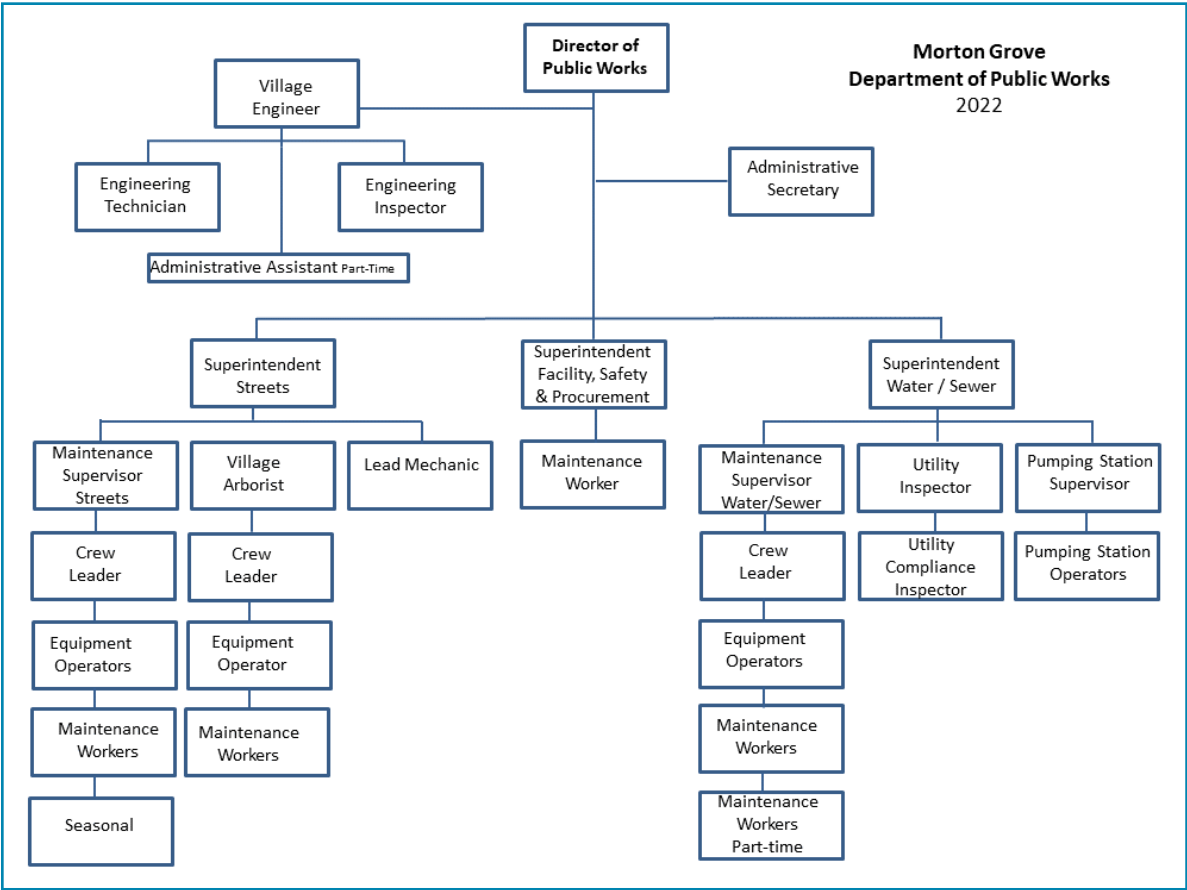
Responsible for monitoring, maintaining and verifying the condition for all municipal buildings and properties; participates in setting design specifications, bidding and overseeing the preventive maintenance programs.



The snow removal crews in the Public Works Department pride themselves on providing residents the cleanest and safest streets in the area. The Village receives many complimentary notes each winter thanking the crews for their efforts.

THE POSITION

The Public Works Director, appointed by the Village President with the consent of the Board of Trustees, reports to the Village Administrator. The Director of Public Works is a key member of the Village's management team.



The following attributes have been determined to be essential to the success of the Director of Public Works position:

- Three or more years of continuous experience as an Assistant Director or a record of similar duties and responsibilities in a municipal public works department, including administrative functions, supervisory and project management oversight; successful application of municipal practices and construction codes.
- A Bachelor's degree in Public Administration or related field from an accredited college or university or a combination of education and experience in the field of public works management and engineering functions including the operation of a municipal water system.
- Comprehensive knowledge of public works administrative practices, procedures and management; knowledge of construction and maintenance methods, materials and equipment as employed in Public Works activities.
- Knowledge of the principles and practices of municipal public works engineering with the ability to direct Village staff engineering services; able to analyze and recommend solutions to complex engineering problems; ability to oversee necessary engineering research and compile comprehensive reports.
- Knowledge of and ability to direct the operation of the Village water distribution system, public street operations and sanitary and storm sewer systems; adept at the management of Village infrastructure.
- Ability to review applications submitted to the Plan Commission, Zoning Board of Appeals or Building Department
- Ability to prioritize and develop programs to initiate/update policies and procedures to enhance the safety of Department employees in all areas of responsibility; hold all employees accountable to a culture of safety.
- Ability to develop, administer and carry out financial requirements of the position including budgeting and long-range planning. Knowledge of public works project planning, development and construction; ability to plan for future improvement of Village facilities.
- Considerable knowledge of the principles and practices of effective supervision, management and personnel administration; ability to delegate and distribute personnel and to review the work of various operational divisions.
- Ability to review, develop and implement departmental programs/procedures.
- Ability to communicate orally and in writing with employees, supervisors, vendors and the public; ability to establish and maintain effective working relationships that recognize the value of Department employees.
- Ability to train and supervise subordinate personnel; ability to exercise sound judgment in evaluating situations and in making decisions.
- A leadership style that uses the qualifications and qualities of available personnel resources to accomplish Department goals, effectively communicate and follow-up on Department projects and plans.
- Ability to establish and maintain professional working relationships with departmental and Village personnel, elected officials, residents and other intergovernmental agencies.
- A strong commitment to excellent customer service; highly collaborative; uses exceptional communications skills and remains responsive to the community.





CHALLENGES AND OPPORTUNITIES

The successful candidate will need to be a hands on, adaptable manager, able to integrate the extensive talents and abilities of the personnel in the Public Works Department into the everyday functions of the Department, while looking to new and innovative ways of advancing the services provided.

The new Director will grow a culture of safety to assure that the operations of the Department are performed with the minimal exposure and risk to employees, providing essential safety training and accountability in daily work assignments.

With focus on continuing to enhance service excellence, the new Director will need to be able to effectively use the talents and skills of a mature work force while developing new staff in sustaining a high-output, responsive and friendly organizational culture.

With an understanding of the comprehensive nature of the position, the new Director must have a leadership style that welcomes change, explores options and meets the needs of modern public works services with innovation, ability to take a fresh look at processes, structures, and approaches to the Department's delivery of services. As an established service Department of the Village's organization, the next Director will be charged to take the Department to its next level of success.

With an aging infrastructure, the new Director will need to be adept in identifying and evaluating capital needs in the Village. The Director will need to work with the Village's leadership team in developing a water and sewer improvement program, a revised plan for Village fleet replacements and provide support in the ongoing evaluation of Village facilities for improvement or replacement. Working with the Village Administrator and Executive Staff, the new Director will need to be an active participant in identifying, planning and developing financial options and opportunities to fund Village infrastructure needs.

The successful candidate will have the opportunity to join a team of dedicated employees committed to the long-term interests of the community where municipal services are appreciated and respected; a team where longevity, institutional knowledge and excellence in service is the norm.



LEADERSHIP SKILLS AND MANAGEMENT STYLE

- Candidates must have complete personal and professional integrity, conducting all personal and professional interactions fairly, honestly and ethically avoiding any appearances of a conflict of interest.
- Candidates will be required to provide policy and operational recommendations to the Village Administrator, Mayor and Trustees and have the ability to present researched analysis to support their positions; be able to effectively and diplomatically present professional views and options and carry out decisions in a timely, professional and impartial manner.
- Be flexible, have an open, friendly personality and management style and be one who can establish trust quickly with others; have excellent interpersonal skills and the ability to work with differing personalities. Maintain a calm demeanor during times of stress providing thoughtful guidance to appointed and elected officials.
- Candidates must be articulate and effective communicators, open, friendly and diplomatic with internal and external stakeholders; able to explain concepts in understandable and practical terms. Be "easily accessible" and approachable; demonstrate flexibility when appropriate in the application of principles that guide a "customer service-oriented department".
- Be an effective delegator allowing latitude to staff and carry out their responsibilities independently while remaining knowledgeable and accountable for all Department operations.

ADDITIONAL INFORMATION

The Village of Morton Grove offers a competitive benefits package. Residency is not required. The salary range for this position is \$ 130,000 to \$160,000. The position is open until filled with the review of initial applications beginning with those received on or before February 3, 2023. Applications are required to be submitted electronically with resume, cover letter and contact information for 5 professional references to www.GovHRjobs.com to the attention of:

Paul M. Harlow
GovHR USA
630 Dundee Road #225
Northbrook, IL 60062 Tel: 847-380-3240

The Village of Morton Grove is an Equal Opportunity Employer.

For more information about the Village of Morton Grove, go to: <https://www.mortongroveil.org/>. For more information regarding the position go to: <https://www.mortongroveil.org/pwdirector>.



EXECUTIVE RECRUITMENT
www.GovHRUSA.com

 GovHR USA
GovTEMPS USA