

# LINCOLNWOOD, ILLINOIS

## **DIRECTOR OF PUBLIC WORKS**



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## **THE VILLAGE OF LINCOLNWOOD, ILLINOIS DIRECTOR OF PUBLIC WORKS**

### **POSITION IN BRIEF**

Lincolnwood, IL is seeking a skilled public works professional who is collaborative, dynamic and adaptable who will demonstrate exceptional interpersonal and customer service skills as its next Director. Lincolnwood has a number of exciting capital projects planned and underway including stormwater management projects, significant roadway and park improvements, watermain replacements, and the completion of several comprehensive evaluations of infrastructure and facilities. The next Director can expect to work closely with a dedicated and experienced public works team that is highly valued by the residents and businesses in Lincolnwood. With the City of Chicago on its south and east borders and the Village of Skokie to the west and north, Lincolnwood is a strategically located full service community. The Public Works Department has 28.5 full time equivalents plus several seasonal employees. The department's annual budget is \$4,598,085. The department is responsible for streets, water distribution, stormwater management, combined sewer maintenance, forestry, vehicle maintenance, parks maintenance and event setup, building maintenance, aquatic center and community center maintenance, snow and ice control and other public works related operations. The position reports to the Village Manager.





## COMMUNITY BACKGROUND

Lincolnwood is a closely knit, ethnically diverse community located immediately north of the City of Chicago, just 10 miles northwest of downtown Chicago. Lincolnwood's residents enjoy easy access to employment, shopping, entertainment and recreational opportunities while living in a community that provides excellent municipal services. Numerous community events that promote and encourage family participation are organized by the Parks and Recreation Department and supported by the Public Works staff.

Lincolnwood residents enjoy the programs and events offered by the Village's Park and Recreation department. The community is also home to the exclusive privately owned Bryn Mawr Country Club and 18-hole golf course. Cook County Forest Preserves are just minutes away and offer tobogganing, golfing and bike trails in addition to picnic areas.

Lincolnwood continues to actively redevelop key commercial and multi-family areas. Neighborhood shopping is available in the Village along Lincoln Avenue, Devon Avenue and Touhy Avenue. Lincolnwood is also home to numerous highly regarded restaurants that attract diners from all over the region.

Lincolnwood is served by Elementary School District #74 which has a one-campus setting offering a variety of educational instruction as well as a full day kindergarten program. High school students attend highly acclaimed Niles West High School in neighboring Skokie, part of District #219. Lincolnwood has easy access to higher education with the community college and other highly regarded universities within 10 miles.

## LINCOLNWOOD AT A GLANCE

Incorporated: **1911**

Population: **13,483**

Land Area: **2.7** square miles

County: **Cook**

Median Home Value: **\$398,500**

Median Household Income: **\$95,650**

Households: **4,766**

Lincolnwood Racial Makeup:

White: **67.1%**

Asian: **25.5%**

Hispanic: **7%**

Black: **1.4%**



## THE MUNICIPAL ORGANIZATION

Lincolnwood was established in 1911 and has a council-manager form of government with a president and six trustees elected at-large. The Village Manager professionally oversees day-to-day municipal operations and was appointed in 2019. Lincolnwood prides itself on an open and stable government that works hard to provide municipal operations at a low cost with a strong emphasis on customer service. The recently adopted [budget](#) calls for the transition from a May 1 fiscal year to a calendar fiscal year. Lincolnwood has several recommending bodies such as the Plan Commission, Zoning Board of Appeals, and Economic Development Commission. Lincolnwood's Police department is staffed by 32 trained personnel. The Lincolnwood Fire Department is located in a facility that is operated by 29 full time professionals. The Village of Lincolnwood's Parks and Recreation Department offers and operates a multitude of recreation programs available to residents. An outdoor pool complex, 7 tennis courts, 4 baseball/softball fields, 2 multi-use recreation paths and a community center, as well as 13 parks. All of these facilities as well as a Community Center are maintained by a division in Public Works.

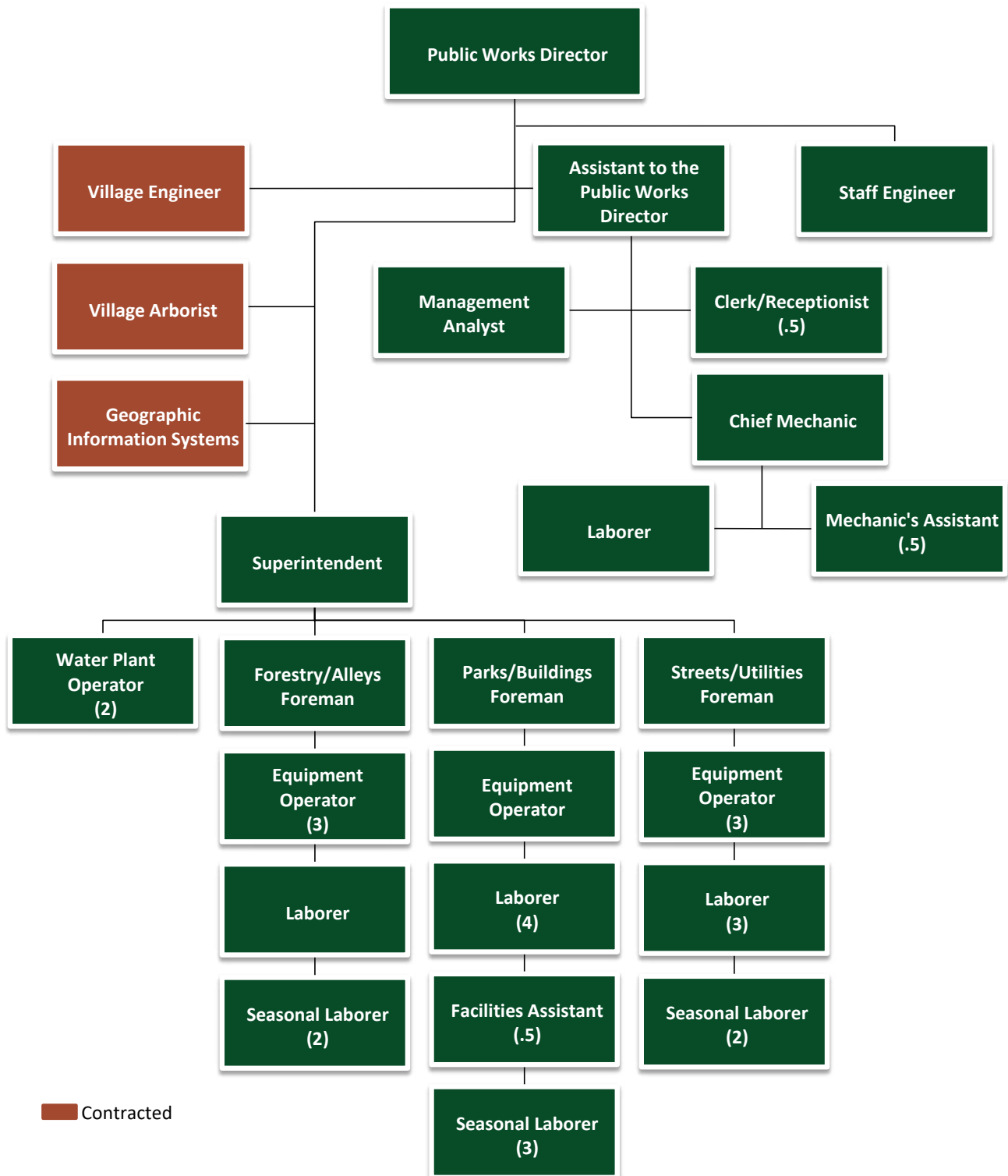
The Department Heads are very supportive of one another; key to their success is the shared sense of collaboration and supporting the community focused atmosphere in the Village and unparalleled teamwork with one another and the Village Manager.



## THE PUBLIC WORKS DEPARTMENT

The Public Works Department has a \$4,598,085 million annual budget and its six divisions are responsible for maintenance of the Village's streets, vehicles, parks, public buildings, trees, alleys, water system, sewer system as well as the coordination of the extensive Capital Improvement efforts. The water distribution system includes a pumping station and water tower for potable water received from the City of Evanston. The Village has a combined sewer system along with 4,200 water accounts of which 3,900 are for residential properties.

### Public Works Department Stub Year 2023 Organizational Chart



Contracted



The Director of Public Works oversees the 26 full time and 3 part time employees in the department plus 6-7 seasonal employees. Christopher Burke Engineering contractually provides general engineering services; additionally, the Village also has contracted Arborist and GIS support with MGP. Each of the divisions is supervised by a foreman or similar position. A majority of the employees are represented by a collective bargaining agreement (expires on April 30, 2024). The Village and employees have an excellent working relationship with minimal grievances for the past 10 years and negotiations routinely completed without use of the Village's Labor Attorney. Due to a retirement and promotional advancements, there have been four Public Works Directors since 2003.

The Public Works employees are long tenured, dedicated employees who take great pride in the Village's appearance and in conducting Village operations with a strong focus on customer service. The department is very team oriented and collaborative emphasizing communication and cross training. Residents and businesses notice this dedication, loyalty and camaraderie. The Department continues to increase the use of technology to facilitate their work; the employees engage and welcome the advancements. The public works facility is aged and requires updating having been constructed over 30 years ago.

The Public Works employees work closely with the Recreation Director and staff on maintaining the parks, the Village's aquatic facility and offer equipment and manpower to support the recreation programs offered to the community. The Public Works Department has 45 pieces of rolling stock and is responsible for overseeing 75 miles of road. Major arterials in the community – Lincoln Avenue, Touhy Avenue, Devon Avenue and McCormick Avenue are maintained by the Illinois Department of Transportation. The department also partners regularly on street and streetscape improvements with the City of Chicago. Major stormwater facilities are operated and maintained by the MWRD.

## EXPECTATIONS AND PROJECTS

The Director must be comfortable serving in a 24/7 operation as a working Director, meeting with residents and businesses to resolve public works related issues. The next Director of Public Works can expect to work closely with the Village Manager, elected officials and other Village departments on the following projects:

- A facility study underway will identify a comprehensive list of improvement opportunities not only in the public works facility but the Aquatic center and other Village owned facilities. The majority of the highly utilized public facilities were constructed in the 1990's and have seen little investment.
- The Village continues efforts to address basement flooding issues in the community through a program that combines temporary on- street stormwater storage with underground restrictors in the sewers. The Village is entirely served by combined sewers. An evaluation of the current approach and consideration of other strategies will be undertaken in the near future.
- The Department will benefit from a steady hand and will enjoy an approachable, committed leader who can offer stability and strategic direction to the employees on work approaches and methodology.
- The Village has an active and engaged elected body who advocates for and has high expectations that constituent requests are readily addressed. Patience, responsiveness and a level of understanding of the complexity of the service delivery priorities creates challenges.
- The Village has an ambitious \$10.4 million Capital Improvement Program (CIP) which is funded by a two cent local gasoline tax and the annual Motor Fuel Tax revenue that comprises the Transportation Improvement Fund. Working with strategic partners and stakeholders in the extensive program will require the ability to multitask, demonstrate an attention to detail and strong project management skills.





## UPCOMING PROJECTS:

- Flowers Park Renovation (\$1.24 million in SY 2023)
- Automated Leak Detection System implementation (\$780,000 in CY 2024)
- Lead Line Replacement (\$400,000 for Pilot Program in SY 2023 and up to \$1.3 million/year thereafter)
- Water Main improvements (\$1.2 million in SY 2023 and \$5.2 million in CY 2024)
- Green Alley Pilot Project (\$230,000 in SY 2023)
- Street Storage Program (\$3.33 million SY 2023)
- Stormwater Master Plan coordination for next phase of planning (\$100,000 in CY 2024)
- Pratt Avenue Bike Lane (\$2.5 million in CY 2025)
- Roadway Resurfacing (\$2.7 million in CY 2024 and \$3.5 - \$4.0 million/year thereafter)
- Pratt Avenue Pedestrian Bridge (\$1.55 million in CY 2025)
- Touhy & Cicero Intersection Improvements (\$2.63 million in CY 2024)
- Devon Avenue Streetscape (\$4.13 million in CY 2024)



## THE IDEAL CANDIDATE MUST HAVES:

Candidates must have a bachelor's degree in civil engineering, construction management, public administration or related field. A Professional Engineering license or MPA is preferred.

Candidates will ideally have 5 years increasingly responsible experience in public works operations with experience at the supervisory level.

Candidates must have a strong record of effective collaboration and partnership with other departments, elected officials and residents with the ability to effectively address issues with residents and businesses in a diplomatic manner.

Candidates will command excellent oral and written skills and demonstrate confidence in communicating complex subject matter to all audience members.

Candidates must have strong budgeting and fiscal management skills, focused on efficiency, pursuit of outside revenue/grant resources and attention to working effectively within budgetary constraints. Progressive thinking, consideration of new methods, utilization of technology and modern approaches are strongly desired as we strive to continually offer more effective service delivery.

Candidates will maintain a supportive work culture for employees where advancement of professionalism of the department and its employees is pursued ensuring access to professional development, mentoring/coaching, succession planning and utilization of technology. Knowledge and experience in best practices related to human resources management and supervision including exposure to managing in a union environment is highly desired.

Candidates must have experience in the development and implementation of capital projects, with the ability to serve as the Village's point person on key initiatives.





## THE IDEAL CANDIDATE WILL BE:

Proficient in the workings of the public works operations demonstrating the ability to work effectively with consultants and other partners; a resource to fellow employees and nimbly considering alternative methods and strategies as well as the ability to effectively coordinate multiple complex projects.

Self-confident without being arrogant; an individual who is approachable and serves as a resource for employees; a member of a collegial team who will quickly earn respect, trust, and credibility in the support of the goals and mission of the Village.

A professional leader demonstrating a capable and resilient management presence; a diplomat who will manage service expectations and demonstrate excellent customer service. Engage with residents and relay complex public works matters to a wide variety of audiences.

Follow a management style that involves a "no surprises" approach in presenting all the facts and alternatives to the Village Manager, department employees and fellow department heads. An approachable leader who will provide timely and straightforward feedback to employees regarding performance and achievement of assigned goals and objectives.

## COMPENSATION

The current salary range is \$132,107 - \$184,950; starting salary will be commensurate with the selected candidate's qualifications and abilities. The Village also offers a robust benefit package including IMRF, deferred compensation (employee contribution), health and dental benefits. Residency is not required.

## HOW TO APPLY

Interested candidates should apply by May 26, 2023 with a cover letter, resume, and contact information of at least five (5) professional references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Katy Rush, Vice President, GovHR USA, 630 Dundee Road, Suite 225 Northbrook, IL 60062. Questions regarding the Director of Public Works position can be directed to Ms. Rush: [krush@govhrusa.com](mailto:krush@govhrusa.com).



# EXECUTIVE RECRUITMENT