



NILES, ILLINOIS

DIRECTOR OF PUBLIC WORKS



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THE COMMUNITY

Niles is conveniently located on the northwest border of the City of Chicago. Niles is known for its friendly, multi-cultural neighborhoods, low taxes, and efficient transportation systems. This is a safe community where families and seniors are comfortable and enjoy the services and amenities. Niles is well-located in the region with proximity to O'Hare Airport and the interstate system. There is a range of housing choices supported by high quality public and private schools.

Niles is seeking a progressive Director of Public Works who is comfortable balancing divergent viewpoints and development pressures while maintaining Niles' unique sense of community. The Director oversees a full-service Public Works Department that includes Streets, Water, Engineering, Fleet Maintenance and the Courtesy Transportation System. Candidates should be energetic professionals with excellent listening skills and the ability to collaborate with the Village's management team and to make a positive long-term impact upon the Village. The Village is also particularly interested in candidates that can manage multiple capital projects in a fast-paced environment.

DEMOGRAPHICS

Population **30,912**

Land Area **5.85** square miles

THE ORGANIZATION

The Department of Public Works consists of 53 full-time employees, 24 part-time employees, and 12 seasonal employees and is responsible for the maintenance and upkeep of village streets, sewers, water supply system, parkways, trees, signs, sidewalks, and alleys.

The overall mission of the Public Works Department has been to provide the highest quality public works services to the public and other Village departments, balanced through efforts to maintain a cost-effective operation and to provide these services in a responsible and efficient manner. This mission is accomplished through the prudent use of resources, technology, innovations, teamwork, and coordination with other service providers in the Village.

The Public Works Department is unique among Village departments because it acts as a line department, providing services directly to the public, as well as a staff department, providing services to the public indirectly by supporting other line departments through the Facilities Maintenance and Fleet Maintenance sections. The Department has three bargaining units; Service Workers and Supervisors are represented by Midwest Operating Engineers Local 150, and the secretaries are represented by AFSCME.



CHALLENGES AND OPPORTUNITIES

- The Village is in the process of completing \$18 million dollars in road and infrastructure improvements which include the design of the Caldwell bridge and Touhy marker.
- The Public Works Director will oversee the projects through direct involvement with the Village's consultant to make sure the projects are completed on time and within the budgeted scope for the projects.
- Lead service replacements for the approximately 4,100 residential homes within the Village are in the planning stages. Presently, the Village has approximately \$3 million in funding from the IEPA. The Public Works Director will work with the Village's consultant to find additional grant funding and begin the service replacements.
- Several major street and intersection improvements and the Village Hall redevelopment projects are in process. The Director will use their expertise and bring them to a successful completion.
- As part of the 2040 Comprehensive Plan, the Director will explore ways to improve the efficiency and quality of the Village's mobility network to accommodate a wide range of users which include bicyclists, pedestrians, vehicles, and the transit system.
- Maintaining and upgrading the Village's infrastructure and utilities is vital. The Director must have the vision to use new technology and sustainable improvements to meet the future needs of the Village residents and business community.
- Grant acquisition for Public Works projects is vital for infrastructure improvement within the Village. The Director must possess the skills and prior background necessary for grant acquisition.
- The use of data for decision-making on major projects is used Village wide. The Director must be able to synthesize the data and offer fiscally responsible solutions.
- The labor agreement with the Supervisors within the Public Works Department will expire in April of 2025. The new Director will take a vital role in the negotiations and bring an equitable labor agreement forward for Board approval.
- The 10-year fleet replacement plan must be updated. The Director will take a lead role in accomplishing this by including it in the Capital Plan.
- Continued implementation of the Stormwater Management Plan Projects.





THE POSITION IN BRIEF

The Public Works Director is appointed by the Village President with the advice and consent of the Village Board of Trustees. The Public Works Director is responsible for directing and coordinating engineering, construction, inspection, and staffing requirements within the Public Works Department and reports to the Village Manager for the effective management and control of the public works system of the Village. The primary duties of the Director include the following:

- Recommends and administers department policies and procedures.
- Develops and implements the Public Works Department goals and 2040 Comprehensive Plan goals.
- Establishes appropriate service and staffing levels for Public Works.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Meets regularly with management staff to identify and resolve problems.
- Recruits, trains, and evaluates Public Works personnel in accordance with established policies and procedures.
- Oversees and participates in the development and administration of the Public Works Department budget.
- Directs and plans various construction projects.
- Coordinates Public Works Department activities with those of other departments, outside agencies, and organizations.
- Performs short- and long-term strategic planning.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Provides leadership and motivation to staff to attain the goals of the department.
- Encourages interdepartmental cooperation to fulfill the mission of the organization.
- Provides swift and accurate communications with elected officials and ensures a high level of customer service and courtesy.
- Participates in collective bargaining unit activities including but not limited to contract negotiations and administration, grievance hearings, and labor/management meetings.
- Serves as the Village ADA Coordinator.
- Prepares professional reports, presentations, recommendations, and other correspondence, responsible for presentations to the Village Board, outside agencies, and other Village staff.
- Follows applicable federal, state and Village safety regulations.
- All other duties as assigned.



MINIMUM QUALIFICATIONS

- Bachelor's degree in engineering, public or business administration, construction management or a related field. A master's degree is preferred.
- At least five (5) years of relevant experience in a supervisory or management role within the public works field or municipal government.
- An engineering background or experience supervising engineering operations is preferred.
- Experience with granting writing and management is preferred.
- Experience working with Federal, State, and County agencies is preferred.
- Excellent interpersonal and communication skills and offer creative solutions when problem solving are essential.
- The ability to work collaboratively and empowering staff by valuing their work and solutions for improvement.
- Must possess a valid Illinois driver's license and a satisfactory driving record.

THE IDEAL CANDIDATE

- Must have excellent interpersonal and communication skills and offer creative solutions when problem solving.
- Be politically astute in dealings with the Village Board and other political entities the Village partners with.
- Be able to articulate their opinion on issues in the face of opposition using fact-based data.
- Have the ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- A record of continuing education and training to keep up to date with innovative public works management solutions and effective analysis methods.
- Extensive knowledge of the principles, practices, design, and construction of public services, utilities, and other structures.
- Ability to direct a varied group of semi-professional and professional employees.
- Must have excellent verbal and written communication skills and maintain effective public relations.
- Proficiency in Microsoft Office products and other database and web-based software platforms are essential.

COMPENSATION AND BENEFITS

The starting salary range until May 1, 2024, is \$135,037 - \$189,051. After May 1, 2024, the range will be adjusted to \$139,088 - \$194,723 +/- DOQ and experience. Other benefits include health, vision, and dental plans. Additionally, there is optional participation in 457b, Roth IRA plans, Flexible Spending Accounts (FSA), tuition reimbursement of \$3,050 annually (after one year of service) and free membership at the Niles Fitness Center for employees and dependents. This position participates in the Illinois Municipal Retirement Fund.

HOW TO APPLY

Interested candidates should apply online by Friday, March 22, 2024 with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Riccardo (Rick) Ginex, Vice President, GovHR USA/MGT; Tel: (847)380-3240, ext. 160.

The Village of Niles is an Equal Opportunity Employer.



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