



**BARRINGTON**  
*Be Inspired.*



BARRINGTON,  
ILLINOIS

# DIRECTOR OF PUBLIC WORKS



# Village of Barrington, Illinois Director of Public Works



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*Be Inspired.*

## THE COMMUNITY

Barrington was originally an area where members of the Potawatomi and Mascouten tribes resided. With proximity to the Fox River and many lakes that dot the area, pioneers from New York and Massachusetts soon settled in what was originally called "Miller Grove" later renamed to Barrington Center. These farming families established a school that also was used as a house of worship and soon they chose to establish the town of Barrington (a precursor to the Village of Barrington). Designed by Robert C. Campbell in 1854, the town boundaries extended 80 acres within what is today Barrington proper. The Village was incorporated in 1865.

With the extension of rail service through the community, the number of families and businesses expanded. In the early 1900s, the area became a countryside retreat for wealthy Chicagoans. In the 1920's, as transportation became easier, wealthy Chicagoans moved to the area, and estate homes were constructed. Weathering the 1930s and 1940s, the community continued its path of growth as a result of the baby boom after World War II. As more nearby municipalities incorporated, many of who share the Barrington name, the total population of the area increased.

Today the Village of Barrington is the hub of the 90-square mile-Barrington area, 40 miles northwest of Chicago. Barrington's 10,722 residents (16,000 daytime population) pride themselves on the Village's hometown charm and distinct heritage as a quality community surrounded by seven other independent villages and 43,000 residents who closely associate and regularly visit downtown Barrington. With a commuter (Metra) train stop in the center of town, Barrington has remarkably easy access to the Village of Chicago. Barrington's tree-lined streets and appealing restaurants make this community an enviable place to raise a family. Barrington is also home to active commercial areas including downtown, Northwest Highway and the Shops on Lageshulte. There are large parks, pocket parks and a recreation center and library for residents to enjoy. Barrington's White House provides a Main Street cultural center for concerts, performances, lectures and art exhibits – a gathering place for the community. The Barrington region is home to numerous forest preserves, lakes, walking and biking trails making it an oasis surrounded by nature.

For information about the Village's demographics, [see this link](#).

## VILLAGE GOVERNMENT

Barrington is a non-home rule community governed by a Village President and a six-member Board of Trustees operating, by village code, under the President/Council form of government. All trustees are elected to four-year staggered terms on an at-large basis.

The Village Board places a high value on utilizing the talent of its citizens, adding richness and quality to the Village's efforts to ensure good governance practices. Eleven advisory boards and commissions serve the Village. A member of Village staff supports each board/commission.

The Village President and Board of Trustees appoint a Village Manager who is responsible for the Village's day-to-day operations. The Village employs approximately 100 full-time, part-time and seasonal employees. Major areas of operations include Communications, Marketing and Events, Development Services, Emergency Management, Financial Services, Fire, Human Resources and Risk Management, Police, and Public Works.

# THE POSITION & THE DEPARTMENT

The Director of Public Works is appointed by the Barrington Village Board. Reporting to the Village Manager, the Director of Public Works is a key member of the Village's management team. The Director oversees a department of twenty-four employees and has seven major areas of responsibility:

**Administration:** Public Works Administration is responsible for overseeing and providing administrative support services to all operating divisions within the Department. Since this Division provides these services to other divisions of the Department, it is funded through both the General Fund and the Water and Sewer Fund. This Division includes the Director of Public Works, who is responsible for the operations of the Department.

**Central Garage:** The Central Garage/Fleet Services Division of the Public Works Department is directly responsible for the acquisition, maintenance, repair and disposal of all Village vehicles and rolling stock utilized by all departments of the Village. This Division also manages the Village's fuel distribution facility.

**Forestry & Property Maintenance:** The Forestry Division is responsible for the care and maintenance of all Village owned property as well as the majority of rights-of-way within the Village. Areas of responsibility include the maintenance of over 8,000 parkway trees, 70 acres of public rights-of-way, the Village Center, portions of Northwest Highway, 11 municipal sites, nine passive parks, Barrington Memorial Park and four wetland restoration projects located within our community. While smaller jobs are completed with in-house staff, the majority of this work is completed through the use of outside contractors.

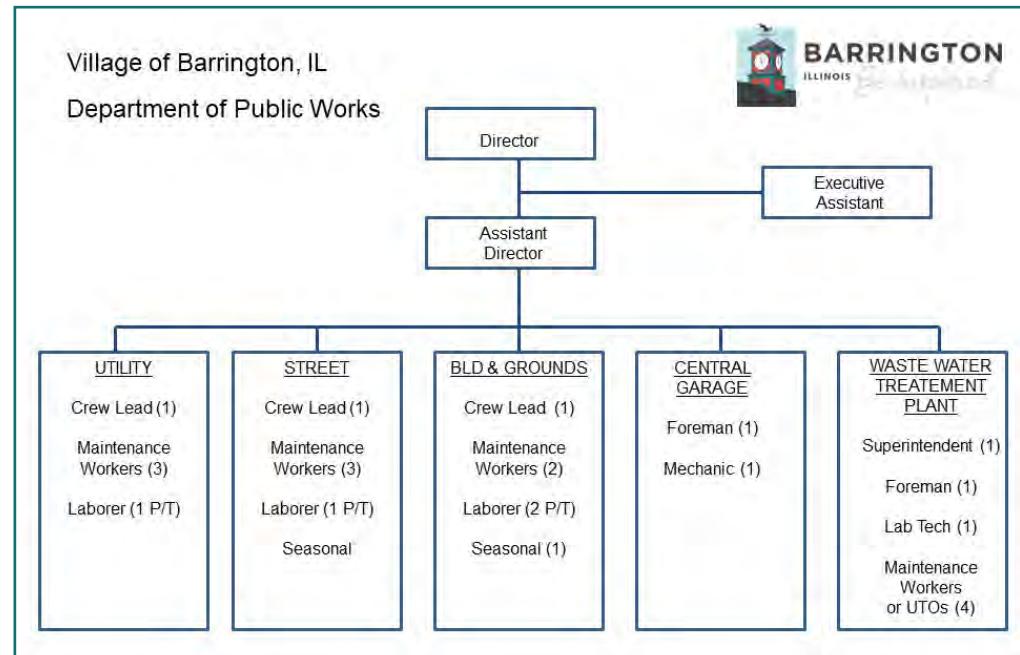
**Street Operations:** The Public Works Streets Division is responsible for the maintenance of all Village roads, sidewalks, public rights-of-way, and all administrative functions related to these maintenance activities. Specific services provided include maintenance of the roadway, sidewalks, curbs and gutters, street sweeping, pavement markings/delineation, snow and ice removal, brush chipping, maintenance of drainage ditches, culverts, storm sewers, alley maintenance, parking lot maintenance, maintenance of street lights and traffic control devices, and maintenance of all street signage.

**Utility Maintenance Division:** The primary function of the Public Works Utility Maintenance Division is to maintain and improve the Village's water distribution and sanitary collection systems including fire hydrants. This is accomplished on a daily, preventative, and emergency basis and via long term public/capital improvement processes. This Division is also responsible for the installation, maintenance, and the repair of residential and commercial water meters.

**Water Production & Wastewater Treatment:** The Wastewater Treatment Division of the Public Works Department is responsible for the operation and maintenance of the Wastewater Treatment Facility and Sewage Lift Stations that serve the residents of Barrington, including portions of Inverness, and Barrington Hills. Specific responsibilities include the operation and maintenance/repair of all equipment and include all buildings and grounds at the Wastewater Treatment Facility, twelve Sewage Lift Stations, one Storm Water Lift Station, and one industrial sampling hut. This Division is also responsible for the coordination of the Sludge Management and for conducting all required tests on the treated effluent that is discharged from the Wastewater Treatment Facility.

The Fiscal Year 2022 Budget for the Department of Public Works is \$7.5 M.

The following chart depicts the organization of the Department:



## Requirements for Director of Public Works candidates:

- Three to five years of comprehensive experience in public works administrative functions, including supervisory and project management direction; knowledge of municipal practices and construction codes.
- A Bachelor's degree from an accredited college or university in civil engineering, public administration or a related field.
- 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.
- Basic knowledge of the principles and practices of municipal public works engineering with the ability to work with Village staff Engineers to analyze and recommend solutions to complex engineering problems; ability to oversee necessary engineering research and compile comprehensive reports.
- 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 public works improvement and Village facilities needs.
- 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 operation divisions.
- Ability to review, develop and implement departmental programs/procedures and personnel hiring and promotional procedures, and to implement improvements.
- Ability to communicate effectively 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; open communication and responsible to follow-up on Department projects and plans.
- Ability to establish and maintain satisfactory working relationships with departmental and Village personnel, elected officials, residents and other intergovernmental agencies.
- A strong commitment to excellent customer service; highly collaborative; have exceptional communications skills and responsiveness to the community.



## CHALLENGES AND OPPORTUNITIES

The successful candidate will be a people manager, able to incorporate the talents and abilities of the personnel in the Public Works Department into the everyday functions of the Department. The new Director will need to be able to identify, build and grow personnel; use personnel resources, ideas and input to lead the Department. A full staffing analysis will be needed to assure that personnel resources are adequate to meet the service needs of the Department and providing opportunities for career growth and succession planning. In carrying out the role as personnel manager for the Department, the new Director will grow a culture of service excellence with an open and effective interpersonal style. The next Director will be charged with professionally developing the staff bearing in mind the need to sustain 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 meet the needs of modern public works services with innovation, able to take a fresh look at processes, structures, and approaches to the Department's delivery of its 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. Improvements to the Village's water and sewer system will continue to be a priority in the next several years. The Village's water and wastewater treatment facilities require significant investments over time to improve them to the latest technology and keep them operating efficiently and effectively. The Public Works facility and Wastewater Treatment Facility will be high on the new Director's list for review.

Working with the Village Manager 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.





## ADDITIONAL INFORMATION

The Village of Barrington offers a competitive benefits package. Residency is not required. The salary range for this position is \$105,487 - \$161,851.

For more information about the Village of Barrington, go to: [www.barrington-il.gov](http://www.barrington-il.gov). For more information regarding the position go to: [www.barrington-il.gov/pwdirector](http://www.barrington-il.gov/pwdirector).

The position is open until filled, with the review of initial applications beginning with those received on or before July 22, 2022. Applications are required to be submitted electronically with resume, cover letter and contact information for 5 professional references to [GovHRJobs.com](http://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 BARRINGTON IS AN EQUAL OPPORTUNITY EMPLOYER.

## EXECUTIVE RECRUITMENT

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