**DIRECTOR OF PUBLIC SERVICES**

**DESCRIPTION**

 Directs and supervises the Department of Public Services consisting of a Water Division

(Treatment Plant and Distribution), a Sewer Division (Treatment Plant and Collection System) and a Street Maintenance Division. Fills in for the City Manager in case of vacancy, absence, or

disability.

* Plans, organizes, coordinates, and supervises the various divisions of the Public Services Department.
* Coordinates all engineering done for the City of Wood River and supervises such
	+ projects as are undertaken by the City.
* Supervises payroll and prepares budgets for the above mentioned divisions, plus
	+ budgets for Refuse Collection, Street Lighting, Motor Fuel Tax funds, Storm Sewer,
	+ and Public Services Administration.
* Prepares bid specifications.
* Deals with public or departmental matters.
* Maintains control of all departmental expenditures.
* Coordinates City refuse and Spring and Fall clean-up contracts.
* Receives and handles contracts with sales people.
* Reviews personnel actions and acts accordingly.
* Represents the City at certain local, state and national meetings.
* Coordinates the functions of the Public Services Department with other City
	+ Departments.
* Coordinates and updates all City ordinances as they pertain to the Public Services
	+ Department.
* Coordinates and implements various City policies with the City Manager and City
	+ Council on the functions of the Public Services Department.
* Supervises and coordinates snow removal and the removal of limbs, trees and debris
	+ from storm damage.
* Supervises, coordinates and takes the necessary actions required in all administrative
	+ Functions of the Public Services Department.
* Performs other related work as assigned by the City Manager.

**MINIMUM QUALIFICATIONS REQUIRED**

* Degree in Civil Engineering and/or a minimum of 7 (seven) years of progressive
	+ responsibility in Public Services, Illinois P.E. preferred or ability to obtain within
	+ 1 (one) year.
* Significant experience in the field and in the handling of men.
* Working knowledge in the operation of a Sewage Treatment Plant, a Water
	+ Treatment Plant and Sewage Lift Stations.
* Working knowledge in the maintenance of streets, equipment, water lines,
	+ sewer lines and pumps.
* Knowledge of the principles of Public Service administration.
* Knowledge of City Codes, laws, and regulations pertaining to municipal
	+ Public Service.
* Ability to establish and maintain effective working relationships with employees,
	+ officials and the public.
* Ability to plan and coordinate a variety of Public Service activities, both internally
	+ and with outside departments and agencies.
* Ability to maintain records and prepare reports.
* Ability to work under pressure and establish priorities.
* Ability to prepare Department Budgets and monitor expenditures.

Salary Range $100,000-$107,000 DOQ

Email resumes to jobs@cityofwoodriver.com or drop them off at City Hall Attn: Human Resources. Letters of reference are appreciated. Resumes accepted until 10/6/2023