



**DIRECTOR OF PUBLIC WORKS
Roselle, IL
Recruitment Profile**

This Recruitment Profile provides background information on the community and the Village of Roselle, and outlines factors of qualification, experience, and management traits identified as necessary and desirable for candidates for the Director of Public Works position.

This profile will be used as a guide in the recruitment process, providing specific criteria by which applicants will be screened and individuals selected for final interview and appointment consideration.

Candidates must apply by 5PM on Monday, June 18, 2018 with resume, cover letter, and 3 references addressed to Jeffrey D. O'Dell, Village Administrator at roselle@roselle.il.us.

COMMUNITY BACKGROUND

Roselle is a village in DuPage and Cook Counties in Northeastern Illinois. As of the 2010 census its population is 22,763. Along with residential areas, there are three main commercially-zoned areas in the Village. Downtown Roselle has experienced redevelopment and continues to be a thriving portion of the community.

Roselle is served by five elementary school districts and two high school districts. The I390 tollway provides direct access to Roselle. Metra provides commuter train service through the Roselle train station off Irving Park Road.

VILLAGE GOVERNMENT

The Village of Roselle is a non-home rule unit of government that operates under a Mayor/Council form of government with an appointed Administrator. The Village Board is comprised of the Mayor and six Trustees. Each are elected at large to four-year terms. As a legislative body, the Village Board is responsible for enacting local laws and establishing policies and procedures that govern the main activities of the Village. The Village Administrator serves as the Chief Administrative Officer and is responsible for administering the policies and directives of the Village Board.

The Village has six operating departments with Administration, Finance, Community Development, Fire, Police, and Public Works. The Director of Public Works is responsible for planning, organizing, directing, and coordinating all activities in the department and is one of six department heads reporting directly to the Village Administrator. The Director of Public Works is appointed by the Village Administrator.

PUBLIC WORKS DEPARTMENT

The main Public Works facility is located in an industrial complex easily accessible from all parts of the Village. In addition, there are 2 wastewater treatment plants that serve the Village. The Village is provided Lake Michigan water service through the DuPage Water Commission. The Department provides public services through these operating divisions:

- Administration
- Engineering
- Fleet/Building Maintenance

- Forestry
- Streets
- Wastewater
- Water

As the attached organizational chart depicts, the Department consists of 26 full-time employees and 4 part-time/seasonal employees. The Public Works Director provides direct supervision to the following employees: Public Works Superintendents (3), Civil Engineer, and Administrative Assistant; and all other Public Works personnel through subordinate supervisors. The International Union of Operating Engineers, Local 150 represents 23 full-time employees. The Village Engineer position is contracted through a professional engineering company.

The Village is in the midst of several large multi-year projects as highlighted below. The Public Works Department is primarily responsible for the oversight of these projects along with contracted professional engineers:

Wastewater System Projects

A Wastewater Facility Master Plan was completed in 2015 identifying nearly \$45M in wastewater system upgrades over a 20 year planning period with approximately \$20M to be spent by 2020. The Director is responsible for managing this Plan and the various ongoing capital improvements and making recommendations on the current and future needs of the Village's wastewater system to meet evolving regulatory requirements.

Water Main Replacement

The Water Main Replacement Program was initiated in 2016 based on the recommendations of the Baxter & Woodman water rate study commissioned by the Village. The study recommended the Village budget \$900,000 per year between 2016 and 2020 to replace aging water mains. The Director is responsible for managing the current Program and making recommendations for water system improvements beyond 2020.

Street Improvement Program

Each year, Village streets identified as being in poor condition are addressed with resurfacing and pavement patching. The 2018 Program included approximately \$900,000 for resurfacing of twenty streets, a portion of the south Metra lot, the parking lot at the Public Works building, and pavement patching. This year, in addition to the annual Street Improvement Project, Federal Surface Transportation Program funds will cover approximately 75 percent of construction costs for resurfacing Central Avenue. A pavement condition/management study will be completed later this year to serve as a guide for the Village's road improvement priorities in the future. The Director will be responsible for making recommendations on upcoming street improvement projects.

Other Department Projects

In addition to managing a robust capital improvements program, the Director will be required to provide strategic leadership within the Public Works Department to address issues associated with succession planning and employee recruitment and retention. Over the next five years, the Department is anticipating key retirements amongst its workforce. The Village Board and management team have developed a strategic priority related to organizational-wide succession planning and developing a program to increase the readiness of potential employees to assume new responsibilities and positions. The Director will play an integral role in developing and executing specific initiatives related to succession planning and adapting to the change it will bring both to the Department and organization-wide.

The Village and Department strategically outsource services to meet the needs of the community in providing timely, cost-effective public services. Areas within the Department utilizing outside contractors include professional engineer, tree removal, street sweeping, snow/ice control, landscape maintenance, and GIS. The Director is responsible for monitoring and evaluating the performance of these contractors and recommending modifications for the future utilization of outsourced services. In addition, the Director will be expected to leverage technology to go beyond the status quo to improve internal and external operations and introduce additional service efficiencies.

DIRECTOR OF PUBLIC WORKS QUALIFICATION CRITERIA

The Village of Roselle is seeking Director of Public Works candidates who are innovative leaders with exceptional interpersonal, leadership, and technical skills as well as a demonstrated commitment to honesty and high ethical standards. The following factors of education, experience, management style, and personal and professional traits have been identified as necessary for the Director of Public Works to succeed in this position.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in civil engineering, public administration, or closely related field.
- Five or more years of progressively responsible work in civil engineering, municipal construction, or public works administration.
- Holding an Illinois Professional Engineer License is highly desirable.
- Experience with labor relations and a collective bargaining work environment is desirable.
- Knowledge of construction and maintenance methods, materials and equipment related to public works/utilities.
- Knowledge of Public Works administrative and management practices and procedures as well as project planning, development and construction.
- Planning and budgeting for public works capital improvements.
- Ability to delegate and distribute personnel, review the work of various operating divisions, and maintain effective working relationships with Village officials, employees, residents, and officials of other governmental bodies.
- Be able to analyze and recommend solutions to complex engineering problems and conduct necessary research.
- Have experience in the review, development, and implementation of departmental policies and procedures.
- Have experience in long-range planning and the establishment and implementation of goals and objectives.
- Must be able to work as a team with the Village Administrator's Office and other department heads.

- Be computer literate and knowledgeable about the impact of technology on service delivery.
- Must have a demonstrated commitment to establishing a culture of safety in the workplace.

MANAGEMENT STYLE/PERSONAL TRAITS

- Be a person of integrity, leading, mentoring, and motivating personnel by example.
- Be personally committed to dealing with persons in an impartial, professional manner.
- Be an excellent verbal and written communicator and be capable of making effective public presentations.
- Be able to gain the credibility and respect of full-time, part-time and contractual personnel and others based on professional knowledge, strong interpersonal skills, and strong leadership abilities.
- Be an effective listener; be responsive to employee input and provide prompt feedback.
- Be passionate about public service and delivering high-quality, cost-effective services.
- Be a promoter of innovation and encourage the introduction of new methods, ideas, and technology.

BENEFITS SUMMARY

Immediate Supervisor: Village Administrator

Salary Range: Salary range is \$97,561 to \$149,446. Starting salary is based upon experience and skills.

Insurance: Village offers a PPO and HMO plan and dental plan with employee contributions of up to 20% towards premiums. Coverage begins on the first day of the month following one's date of employment.

Life & Vision Insurance: The Village provides life insurance for department heads at 1.5 times the annual salary. Additional optional life and vision insurance are also available.

Holidays: 9 paid holidays and 2 personal days per year.

Vacation Leave: Employees receive up to four weeks of vacation per year.

Sick Leave: Employees accumulate 96 hours of sick leave per year.

Pension: Participation in IMRF.

Deferred Compensation: An ICMA-RC 457 voluntary deferred compensation program is available.

Vehicle: The Village provides access to a vehicle for work use.

SELECTION PROCESS

The Village will be utilizing a combination of Village executive staff and Public Works employees as well as professional consultants during the selection process.

Candidates must apply by 5PM on Monday, June 18, 2018 with resume, cover letter, and 3 references addressed to Jeffrey D. O'Dell, Village Administrator at roselle@roselle.il.us.

The final candidate for Director of Public Works will be subject to a thorough pre-employment investigation including the review of driver's license record, criminal and character background, verification of education/certificates, and employer references, physical, and drug screen.

Village of Roselle PUBLIC WORKS DEPARTMENT

