

Public Works Director

Position Overview:

Under the general direction of the City Manager, the Public Works Director provides leadership, direction, and oversight for the overall operations and activities of the Public Works Department. This role includes managing street maintenance, sanitation, storm and sanitary sewer collection systems, water treatment and distribution systems, and the maintenance of fleet operations, parks, facilities, and cemeteries. The position requires a high level of independent judgment, leadership, and a commitment to exceptional customer service to maintain a positive city image and promote professionalism within the organization and community.

Qualifications:

- Demonstrated ability to influence and motivate teams to achieve organizational goals.
- Strong organizational skills, capable of managing multiple tasks, meeting deadlines, and working independently.
- Exceptional communication skills in all forms (written, verbal, and digital).
- Knowledge of modern municipal public works operations and administrative practices.
- Minimum of a high school diploma or equivalent; five years of experience in a leadership or management role in municipal public works, or a combination of education and experience sufficient to develop the necessary knowledge and skills.
- Possession of or ability to obtain a Class B Illinois vehicle operator's license.

Key Responsibilities:

- Oversee the development and implementation of goals, policies, and operational priorities for the Public Works Department.
- Coordinate with other city departments and external organizations to ensure successful project execution and compliance with statutory requirements.
- Provide both general and specific directions to ensure goals and departmental missions are achieved.
- Supervise, mentor, and empower public works staff while ensuring adherence to safety and operational standards.

- Prepare and manage departmental budgets with a focus on fiscal responsibility.
- Ensure compliance with regulatory requirements, including permits issued by the Illinois Environmental Protection Agency (IEPA).
- Serve as a liaison to the City Manager, City Council, and the public regarding public works operations.

Special Requirements:

This position requires working on an on-call basis during nights, weekends, and holidays to address emergencies related to water, sewer, and street services.

Salary & Benefits:

The salary for this position is negotiable. Excellent health insurance, IMRF pension, and other traditional benefits.

Application Process:

Interested candidates should submit a cover letter and resume to:

kmitchell@cityofkewanee.net. Open until filled. Successful candidates must pass a background check and pre-employment drug screening before commencing employment.