

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position: Public Works Manager
Position Code:
Department: Public Works and Engineering
FLSA Status: Exempt
Union Status: Non-Union
Date Approved: December 2022

Objective

Assist Public Works and Engineering staff with the coordination of Public Works bidding and contractual processes, preparation and monitoring of capital and annual budgets, approval of invoices, expense tracking and supervision of administrative staff. Monitors letters of credit and other sureties posted by private developers to complete permitted work. Administers the Motor Fuel Tax (MFT) program for the City. Assist in special projects and assignments as directed.

Work includes communicating to other City departments, and general public as necessary. Work is performed under the direction of the Deputy Director of Public Works and Engineering.

Relationships

Reports to: Deputy Director of Public Works and Engineering

Supervisory Responsibility: Administrative Assistants

Essential Functions

Manages day-to-day administrative processes for the Department including purchase orders, invoice approval and payment, expense tracking and payroll.

Prepares reports and City Council Agenda items as needed. Assists in the development of the Department's annual and multi-year capital budget and long range capital planning. Reports and memorandums include technical subject matter.

Creates bids and/or Request for Proposals (RFP's) documents for the Department for the procurement of engineering services, construction projects or equipment. Prepares contractual documents and professional service agreements. Reviews contracts/ bonds and certificates of insurance to ensure compliance with City policies.

Administers the City's Motor Fuel Tax (MFT) program to ensure compliance with Illinois Department of Transportation (IDOT) requirements. This includes creating section numbers, preparing necessary MFT forms and resolutions and assisting the Finance Department with IDOT audits and requirements.

Tracks letters of credit, bonds and other sureties posted by private developers. Monitors expiration dates and works with Finance Department to ensure they do not expire before work is completed and accepted.

Work collaboratively with the Superintendents and Supervisors to improve administrative processes, as appropriate within the Public Works and Engineering Department.

Provides effective and efficient customer service and promotes and maintains responsive community relations.

May supervise groups or subgroups of Public Works employees as assigned

Follows safe work practices.

Performs related duties as assigned.

Qualifications

Education and Experience

Graduation from a four-year college or university with major course work in public or business administration, science, mathematics, or a related field. A master's degree in public or business administration is desirable. Experience in local government, serving in an administrative or managerial capacity; or any equivalent combination of college education and work experience which provides the following knowledge, abilities, and skills:

Knowledge, Skills, and Abilities

Knowledge of general management and office organization principles and practices.

Ability to operate a personal computer with familiarity in Microsoft Outlook, Word, Excel (must have experience creating workbooks with formulas), Power Point and Adobe Acrobat. General familiarity with how database programs operate.

Ability to understand technical concepts and basic engineering requirements as it relates to preparing, administering contract documents including pay estimates, quantity-based contracts and change orders.

Ability to develop and track operating and multi-year capital budgets for a local government.

Ability to quickly acquire a comprehensive knowledge of the organization, function, and operating methods of the Department of Public Works and the City.

Ability to express ideas effectively both orally and in writing.

Special Requirements

Possession of a valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Attendance Requirements

Attendance is required for a 40 hour work week consisting of five 8-hour days, but may include occasional work outside of normal business hours including evenings and weekends as necessary.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury. Work activities are mostly conducted in a climate-controlled office where noise levels are low. Work may occasional be required in adverse of unusual weather conditions outdoors.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.