

DEPARTMENT OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCES DIVISION  
PHONE: 815/724-4020  
FAX: 815/724-4039



150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158

**EMPLOYMENT OPPORTUNITIES:**

JOB POSTING #: 66-17  
POSTED: 11/16/2017, 8:00 a.m.  
EXPIRATION: 12/06/2017, 4:30 p.m., or until filled  
TITLE: Public Utilities Administrator (Position Code #1120)  
SALARY: \$111,000 - \$155,400  
DEPARTMENT: Public Utilities  
DIVISION: Administration

**GENERAL PURPOSE:**

This position is responsible for assisting the department head in the efficient and effective operation of that Department including the planning, organizing, directing, budgeting and supervising of divisional employees for the water and sewage system for the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists the department head in the preparation of the divisional annual budget request;  
Supervises the expenditure of divisional appropriations;  
Assists the department head in formulating and prescribing work methods and procedures to be followed by divisional employees;  
Assists the department head in appraising conditions of work and taking the necessary steps to improve division operations;  
Confers with and advises subordinates on difficult work problems, the development and installation of new work procedures and policies, and methods of coordinating divisional services;  
Develops administrative and program standards for the various activities of the divisions;  
Coordinates the activities of the Utilities Department with other City departments and other public and private agencies;  
Oversees and takes the lead in long- and short-range studies regarding the water and sewage treatment needs of the City;  
Develops programs, goals and training courses for each of the various activities of the department;  
Keeps records and makes reports concerning public utility activities;  
Keeps abreast of current developments in the field of Engineering, particularly new legislation, recent court decisions and various governmental, administrative decisions which might affect divisional operations by attending meetings, reading and holding individual conferences with comparable officials in neighboring jurisdictions;  
Performs public relations work promoting divisional services;

Directs division activities toward the fulfillment of established department goals and objectives within current priorities;  
Responsible for the supervision of all employees of the division;  
Organizes and performs all field work necessary in the design and development of the water and sewer systems, treatment plants, pumping stations, tanks, wells, reservoirs, distribution system and associated facilities;  
Plans for the best use of staff and equipment on emergency shifts and regular schedules;  
Investigates major complaints regarding water and sewage;  
Develops and establishes standards for water and sewer construction and establishes standards for water and sewer construction and establishes standards for engineering plans, mapping, records and office procedures;  
Acts as consultant on water and sewer engineering problems;  
Assists in the planning of future construction and development of water and sewer projects;  
Performs work as assigned by the Director of Public Utilities.

**MINIMUM QUALIFICATIONS:**

A minimum of 4 years of experience in a municipal or private water and sewer utility system;  
A comprehensive and broad knowledge of the modern principles and practices of the fields of water production and distribution and wastewater management;  
A Bachelor of Science degree in Civil Engineering or a related field;  
An advanced degree in a related engineering or administrative field, or equivalent work experience at a public utility system;  
Registration as a P.E. and ability to obtain an Illinois registration within six (6) months after date of hire;  
Good knowledge of computers and electronic data processing and software, such as Outlook, Excel, Word, etc.  
Ability to provide leadership and to plan, schedule and supervise the work of a group of skilled, semi-skilled and unskilled workers in performing a variety of utility tasks;  
Ability to express ideas clearly and concisely both orally and in writing;  
Ability to meet the required physical demands listed in the complete job description;  
Valid State of Illinois Class D Driver's License is required.

A complete job description is available in the Human Resources Department.

**THE CITY OF JOLIET IS AN EQUAL  
OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**