

**HUMAN RESOURCES DIVISION**  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

**EMPLOYMENT OPPORTUNITIES:**

**JOB POSTING #:** 08-18  
**POSTED:** 01/31/2018, 8:00 a.m.  
**EXPIRATION:** 02/28/2018, 4:30 p.m. or until filled  
**TITLE:** DIRECTOR OF PUBLIC UTILITIES (Position Code #1082)  
**SALARY:** \$124,875 - \$174,825  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** UTILITIES ADMINISTRATION

**GENERAL PURPOSE**

This position involves highly responsible administrative and technical knowledge in planning and directing the operations of water and sewage facilities of the Public Utilities Department of the City of Joliet. As head of the Public Utilities Department, the position is responsible for the efficient and effective operation of that Department including the planning, organizing, directing, budgeting and supervising of department employees and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Establishes Department goals and priorities within guidelines provided by the City Manager;  
Directs Department activities toward the fulfillment of established goals and objectives within current priorities;  
Directs and coordinates the activities of Department employees;  
Supervises and disciplines all Department employees for violation of City, Department and/or Division policies and procedures;  
Evaluates performance of all Department employees;  
Prepares the Department's budget request;  
Supervises the expenditure of Department appropriations;  
Formulates and prescribes work methods and procedures to be followed by Department employees;  
Appraises conditions of work and takes the necessary steps to improve Department operations;  
Monitors Department procedures for compliance with appropriate working agreements;  
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;  
Attends professional society meetings, participates in panel discussions and speaks in areas of competence;  
Performs public relations work promoting Department services;  
Attends City Council meetings, staff meetings and other conferences;  
Keeps informed of current developments in the field of Utilities, which might affect Departmental operations;  
Provides for the adequate training of all Department personnel;  
Assigns personnel and equipment to such duties and uses as Department operations require;  
Receives and responds to complaints concerning Department operations and employees;  
Prepares or approves Utilities project budgets;

Initiates studies regarding the water and sewage treatment needs of the City;  
Keeps records and makes reports concerning Utility activities;  
Directs and reviews the development, design, construction, and maintenance of municipal installations;  
Develops the municipal capital improvement program in conference with the City Manager and professional assistants, prepares reports on the status of project plans;  
Plans, coordinates, assigns and supervises varied projects executed under contributory and fund arrangements;  
Approves and coordinates Federal and State projects related to municipal utility programs;  
Reviews and approves plans and specifications for public improvements;  
Assists municipal commissions and boards in the conduct of plotting improvement matters;  
Advises official bodies on engineering problems;  
Assumes additional responsibilities and performs other duties as assigned.

### **REQUIRED QUALIFICATIONS**

Education and Experience (Or equivalent combination)

A minimum of 5-10 years of progressive administrative 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's degree in Civil Engineering or a related field;  
A Master's degree in Engineering or Public Administration;  
Ability to maintain discipline and the respect of employees, to lead and command employees effectively, and to instruct employees in proper work methods and techniques;  
Ability to plan, assign and coordinate activities performed by a large group of employees;  
Physical skills necessary to perform the duties of the position;  
Valid State of Illinois Class D Driver's License is required;  
An Illinois license as a Registered Professional Engineer within six (6) months after date of hire.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

Skills in technical, financial and personnel management.  
Skills in effective oral and written communications and in preparing and presenting detailed reports with pertinent recommendations.  
Knowledge of water, wastewater operations and maintenance, and related construction procedures and methods;  
Knowledge of civil-environmental engineering for a) water supply, storage, pumping, distribution and metering; and b) wastewater collection, pumping and treatment; and c) metering of water distribution systems;  
Knowledge of municipal budgeting procedures and cost-of-service utility rate studies.  
Ability to establish and maintain effective working relationships with employees, City officials and the public;  
Good judgment, thoroughness and dependability;  
Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**