
**THE VILLAGE OF HOMER GLEN
WILL COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 24-015**

**AN ORDINANCE CREATING THE POSITION OF
DEPUTY PUBLIC WORKS DIRECTOR**

**CHRISTINA NEITZKE-TROIKE, Village President
CANDICE BIELSKI, Village Clerk**

**Village Trustees
JENNIFER CONSOLINO
DAN FIALKO
CURT MASON
CJ MCNAUGHTON
ROSE REYNDERS
SUSANNA E. STEILEN**

Published in pamphlet form by authority of the President and Village Clerk of the Village of Homer Glen on March 27, 2024
Prepared by: Peterson, Johnson, and Murray, LLC, Village Attorneys
1301 W. 22nd Street- Ste. 500 Oakbrook, Illinois 60523

**AN ORDINANCE CREATING THE POSITION
OF DEPUTY PUBLIC WORKS DIRECTOR**

WHEREAS, the Village of Homer Glen has accordingly determined that it is in the best interests of the Village of Homer Glen to create the position of Deputy Public Works Director.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF HOMER GLEN, WILL COUNTY, ILLINOIS, THAT:

Section 1: Recitals – The foregoing recitals are hereby incorporated into this Ordinance No. 24-0xx as if fully set forth herein.

Section 2: Creation of Deputy Public Works Director Position -- There is hereby created within the Village of Homer Glen the position of Deputy Public Works Director, who shall be appointed by the Village President, after consideration and the recommendation of the Village Manager, with the advice and consent of the Village Board of Trustees.

Section 3: Duties and Responsibilities -- The Deputy Public Works Director shall have those duties and responsibilities set forth in the position description attached hereto and incorporated herein as Exhibit A, together with such other duties and responsibilities as may be assigned from time to time by the Village President.

Section 4: Severability - The various portions of this Ordinance are hereby expressly declared to be severable, and the invalidity of any such portion of this Ordinance shall not affect the validity of any other portions of this Ordinance, which shall be enforced to the fullest extent possible.

Section 5: Repealer - All ordinances or portions of ordinances previously passed or adopted by the Village of Homer Glen that conflict with or are inconsistent with the provisions of this Ordinance are hereby repealed.

Section 6: Effective Date - This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 27th day of March, 2024 pursuant to a roll call vote as follows:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>PRESENT</u>
Consolino			X	
Fialko			X	
Mason	X			
McNaughton			X	
Reynders	X			
Steilen	X			
Neitzke-Troike (Village President)	X			
TOTAL	4		3	

APPROVED by the Village President on March 27, 2024



Christina Neitzke-Troike
Village President

ATTEST:


Candice Bielski
Village Clerk



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Position Title:	Deputy Public Works Director
Department:	Public Works Department
FLSA Status:	Exempt
Full-Time/Part-Time:	Full-time
Hours per week:	Salaried Position
Reports to:	Director of Public Works
Direct Reports:	Yes:
Date updated:	March 26, 2024

Job Summary:

Under the general supervision and direction of the Director of Public Works, this position is responsible for providing coordination and management of Streets and storm water utilities. Responsible for efficient utilization of resources to achieve maximum division productivity and resident satisfaction. Monitors and assures compliance with all applicable regulatory authorities and safety requirements as part of the division's duties and responsibilities. Position requires excellent communication and negotiation skills in situations that require considerable tact and judgment in responding to the residents, local businesses, general public and contractors. Responsible for coordinating, scheduling and supervising the activities of assigned personnel in the maintenance and repair of all public infrastructure, and landscaping.

In addition, assists the Director in the management of all operations, equipment and personnel in the maintenance of all surfaces, structures, signage, signals, foliage, trees and drainage systems within the Village's Jurisdictional Authority.

Essential Duties and Responsibilities:

- Responsible for the supervision and day to day direction of the foremen.
- Responsible for holding subordinate employees accountable for all department policies, procedures and guidelines.
- Utilizes computers and available software to maintain division work orders, inventory, accounting and infrastructure inspection programs.
- Monitors incoming emergency calls during afterhours.
- Oversees snow removal operations.
- Participates in interviewing process for prospective maintenance workers.
- Participates in emergency operations.
- Properly maintains and monitors a village supplied cell phone; remains "On-Call", "Duty-Ready" and able to report to work within forty-five (45) minutes of being notified throughout the winter months of December, January, February & March.

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- Oversees and participates in the management of the street maintenance program.
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Implements goals, objectives, policies and procedures for maintenance and operations activities.
- Understands the organization and operations of the Village and of outside agencies, as necessary to assume assigned responsibilities.
- Estimates time, material and labor costs for maintenance and repair projects.
- Plans and organizes work to meet changing priorities and deadlines.
- Establishes and maintains effective working relationships with those contacted in the course of work

Assists the Director in:

- Supervising and directing the daily activities of maintenance workers operations including road maintenance and construction, snow removal, trees, foliage, signage, signals and road markings, and other related activities.
- Monitoring and assuring quality customer service.
- Coordinating, training, motivating and discipling staff when necessary.
- Data collection, inspection and reporting in regard to all divisional annual inspection programs of the infrastructure.
- Preparation of the division's annual operations and maintenance budget complete with sufficient support information regarding division KPI's.
- Whenever necessary, reviewing and approving invoices and service contracts pertaining to division activities.
- Attends meetings with other Village staff, residents and contractors as needed in the performance of the division's duties and responsibilities.
- Responding to and solving resident concerns and problems.
- The development and administration of department goals, objectives and procedures.
- Analyzing, interpreting, applying, and enforcing general and specific administrative and departmental policies and procedures, as well as, applicable federal, state, and local policies, laws, and regulations.
- Ensuring adherence to safe work practices and procedures.



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SKILLS, KNOWLEDGE AND ABILITIES:

- Operational characteristics, services and activities of street maintenance programs.
- Principles and practices of budgeting, record keeping, and report writing/preparation.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of municipal budget preparation and administration.
- Current methods, terminology, equipment, tools, and materials utilized in maintenance, repair and construction of streets.
- Types and level of maintenance and repair activities generally performed in a street maintenance program.
- Operational characteristics of tools and equipment used in maintenance, repairs and construction of a streets.
- Occupational hazards and standard safety precautions.
ADD bullet Customer service principles and practices.
- Methods and techniques of public relations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing (Microsoft Word), spreadsheets (Microsoft Excel), email (Microsoft Outlook) and databases.
- Municipal government enterprise systems, dashboards, and tablet workflows.
ADD Bullet Pertinent federal, state, and local laws, codes, and regulations.

Minimum Requirements:

- A minimum of five (5) years previous experience and/or training that includes management, street maintenance, utility maintenance, and right of way management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- A minimum five years progressively responsible leadership experience in supervisory and management including managing multiple rehabilitation and capital projects.
- Any work-related experience resulting in acceptable proficiency levels in the above-required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.
- Must possess and maintain a State of Illinois Class B Driver's License with air brake endorsement is required.

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Preferred Requirements:

An Associate's degree from an accredited college or university with major course work in construction trades, business administration, public administration, or a closely related field.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The Village of Homer Glen is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village of Homer Glen, Illinois will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This position description does not constitute an employment agreement between the Village and the staff member.

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