

VILLAGE OF ROBBINS



VACANCY POSTING

The Village of Robbins Illinois, resident population of approximately 5300, seeks experienced police leaders as applicants to serve as this community's next Public Works Director.

Robbins is a compact community of nearly 1.5 square miles with proud homeowners and a rich history. Located about 17 miles south of the City of Chicago in Cook County, Robbins was home to the first African-American owned and operated airport (Robbins Airport) in the United States. Robbins has ready access to a variety of public transportation, housing and employment opportunities. Robbins is a proud community focused on rebuilding, growing, and thriving.

POSITION SUMMARY

The Public Works Director is responsible for overseeing, planning, and managing the activities of the Public Works Department, including street maintenance, parks, facilities management, sanitation, vegetation maintenance, and other infrastructure-related functions. The Director ensures the efficient and effective delivery of services to residents, businesses, and other stakeholders while ensuring compliance with local, state, and federal regulations.

Key Responsibilities:

- **Leadership and Management:**
 - Oversee the daily operations of the Public Works Department, including budget management, personnel supervision, and strategic planning.
 - Develop, implement, and monitor policies, procedures, and standards for public works activities to ensure safety, efficiency, and quality.
 - Provide leadership, guidance, and mentorship to department staff, promoting professional development and a positive work environment.
 - Coordinate with other departments, agencies, and organizations to ensure cohesive and efficient service delivery.
- **Budgeting and Financial Management:**
 - Prepare, manage, and monitor the department's annual budget, ensuring the efficient use of resources and adherence to financial policies.
 - Identify and pursue funding opportunities, including grants, to support department operations and capital improvement projects.

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- **Project Management:**
 - Plan, develop, and manage capital improvement projects related to streets, water and sewer systems, facilities, parks, and other public infrastructure.
 - Oversee the preparation of plans, specifications, and cost estimates for public works projects and ensure projects are completed on time and within budget.
 - Conduct regular inspections of public works facilities and infrastructure to identify maintenance and repair needs.
- **Community Engagement:**
 - Serve as a liaison between the department and the public, addressing concerns, providing information, and ensuring effective communication on public works matters.
 - Represent the department at public meetings, hearings, and other forums, as needed.
- **Regulatory Compliance:**
 - Ensure compliance with all local, state, and federal regulations, including environmental, health, and safety standards.
 - Maintain up-to-date knowledge of industry trends, regulations, and best practices and implement changes as needed.

- **Heavy Equipment Operation & Technical Skills**

The Public Works Director must demonstrate strong operational knowledge of heavy-duty public works equipment and the ability to oversee, train, and evaluate staff in safe and efficient field operations. Candidates should have:

- Proven experience operating and supervising the use of heavy-duty machinery, including but not limited to:
 - Front-end loaders
 - Backhoes
 - Skid steers
 - Excavators
 - Dump trucks
 - Snowplows and salt spreaders
 - Street sweepers
 - Utility/maintenance vehicles

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- Hands-on understanding of proper equipment handling, daily inspections, preventive maintenance, and safety protocols.
- Ability to diagnose operational issues and coordinate repairs with mechanics or outside vendors.
- Strong knowledge of OSHA standards, roadway safety, and municipal worksite practices.
- Demonstrated ability to lead crews in emergency operations including snow removal, storm response, water main breaks, and debris clearance.

Required Certifications, Qualifications & Training

Candidates must possess or obtain within a reasonable timeframe:

- Valid Class B Commercial Driver's License (CDL) with air brake endorsement (Class A preferred).
- State or industry-recognized certifications related to public works operations (e.g., Heavy Equipment Operator Certification, Snow & Ice Control Certification, or 10+ years equivalent experience in operating).

A minimum of 10 years of progressively responsible experience in public works, construction, utility maintenance, or a related field. Supervisory experience is strongly preferred.

- **Education and Experience:**
 - Bachelor's degree in civil engineering, Public Administration, or a related field. A master's degree is preferred.
 - Minimum of 10 years of experience in public works, engineering, or a related field, with at least 5 years in a supervisory or management role.
 - Professional Engineer (PE) license or equivalent certification is desirable.
- **Knowledge, Skills, and Abilities:**
 - Strong knowledge of public works operations, infrastructure management, and municipal engineering.
 - Excellent leadership, communication, and interpersonal skills.
 - Proficiency in budgeting, financial management, and project management.
 - Ability to analyze complex problems, develop solutions, and make sound decisions.
 - Familiarity with relevant software, including GIS, asset management, and project management tools.

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Working Conditions:

The Public Works Director typically works in an office setting but may need to attend meetings, visit project sites, and inspect facilities. Occasional evening or weekend work may be required.

HR PROCEDURAL REQUIREMENTS

- Legal authorization to work in the United States.

PHYSICAL REQUIREMENTS

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

- Environment: Standard office setting and emergency peace control environment; travel within community; exposure to potentially hostile environments. Must be able to handle stressful situations and possess the mental acuity for attention to accuracy and detail.
- Physical: Sufficient physical ability to perform heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.
- Vision: Must see in the normal visual range with or without correction.
- Hearing: Must hear in the normal audio range with or without correction.
- Ability to work in both office and field environments, including exposure to varying weather conditions.
- Ability to lift and carry up to 25 pounds, stand, walk, and climb as needed

Interested professionals should submit a completed resume, cover letter and contact information for 5 professional references.

THE VILLAGE OR ROBBINS IS AN EQUAL OPPORTUNITY EMPLOYER