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## JOB VACANCY NOTICE

### PUBLIC WORKS DIRECTOR – VILLAGE OF ARGENTA

The Village of Argenta is accepting applications to fill a vacancy for a Public Works Director.

Cover letter, resume and application must be submitted to the Village of Argenta before September 30, 2020. You may submit the required documents:

- 1) **By mail:**  
Village of Argenta  
330 N Warren St  
Argenta, IL 62501
- 2) **By email:**  
[argenta.mayor@gmail.com](mailto:argenta.mayor@gmail.com)
- 3) **In person:**  
Argenta Village Hall  
330 N Warren St  
Argenta, IL 62501





*Small town. Big heart.*

## Village of Argenta, IL

### *Public Works Director Position Description*

**Position:** Village of Argenta Public Works Director  
**Department:** Street & Water  
**Reports to:** Village Mayor & Board of Trustees  
**FLSA Status:** Non-Exempt  
**Date:** August 2020

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#### General Description

This management position works under the general guidance and direction of the Mayor and Village Board of Trustees and is responsible for overseeing the day to day operations of the Public Works Department. This includes operations of the village water treatment plant and all matters related to streets in the village. The work includes organizing, directing and supervising any Public Works employees engaged in construction, repair and maintenance tasks. This individual must perform or assist in a variety of administrative tasks including planning, budgeting, purchasing and report preparation. As the director of the Department this person must provide departmental leadership and decision-making as required.

#### Job Duties

##### **Essential Functions:**

- The employee in this position is responsible for performing, planning, organizing, and directing through subordinates, the maintenance and repairs of streets, buildings, vehicles and equipment, water systems (excluding sewer), traffic signs, sidewalks, alleys, drainage facilities, and landscaping facilities.
- Oversees all day-to-day operations of the Street & Water Department, including oversight of construction & repair projects, equipment, facilities maintenance, procurement, and storage of material.
- Meets regularly with the Mayor and Village Board of Trustees to ensure that Village and department goals, objectives, and standards are maintained.
- Schedules and prepares specifications and bid packages and works with engineering consulting firms on current and future projects.
- Coordinates capital equipment purchases and facility maintenance projects.
- Respond to call-backs for emergency situations during non-official working hours.
- Responds to citizen inquiries and complaints in a courteous, professional, timely, and responsible manner.

- Attends meetings and conferences, as necessary. Attends Village Board Meetings to report on water service, streets, alleys, and drainage.
- Fosters a working environment, by example and encouragement, which promotes teamwork, trust and respect among the employees.
- Responsible for seeing that water meets Illinois Environmental Protection Agency (IEPA) and Environmental Protection Agency (EPA) requirements.
- Collect water samples as needed and run necessary tests at the Village Water Treatment Plant.
- Maintain and clean the Water Treatment Plant.
- Read all water meters in the Village monthly. Perform rechecks on meter readings when necessary.
- Repair, replace, and test water meters as necessary.
- Responsible for new installations, changes, and shut-offs of water service within the Village.
- Troubleshoot problems as they arise regarding Village streets, alleys, and water service.
- Discern any problems or needed repairs and complete necessary work such as digging holes, clearing, clearing & replacing culverts, spreading rock, inspecting & repairing potholes, fixing water main breaks, repairing & replacing road signs, flushing hydrants, cleaning, maintaining & repairing catch basins, painting, mosquito abatement, maintaining the Village Burn Pile, etc.
- Maintain proper rain-water drainage throughout the Village.
- Oversee all tree maintenance, removal, and cleanup on Village-owned property.
- Perform proper snow removal during winter months. Spread salt, sand, or cinders as necessary.
- Reviews plans and specifications for construction projects.
- Assists in the training of new employees.
- Ensures that lower level personnel comply with applicable occupational health and safety standards and complies with them him/herself.
- Prepares special reports as required.
- Performs other tasks as assigned.

### **Environmental Factors**

The work environment includes the Village Water Treatment Plant, Village Shop, Village Machine Shed, Village Hall, and the outdoors. Also included is a work space at the Village Hall with typical office equipment: a desk, phone, and computer. The position is also required to make field visits to residential properties and commercial businesses to view resident and owner concerns. Travel may be required for vehicle and equipment, supply procurement, training, etc.

### **Physical Requirements**

- Must be able to regularly walk to various areas at buildings, sites, and the outdoors for daily functions.
- Must be able to stand, walk, climb, stoop, kneel, crouch, or crawl.
- Must be able to lift and/or move up to 100 pounds.
- Must have vision abilities that include close vision, distance vision, depth, and the ability to adjust focus.

### **Essential Knowledge, Skills, and Abilities**

- Ability to work outside in all weather conditions and to report to work when off-duty, whether work is assigned or an emergency call-in situation.
- Considerable knowledge of the methods, materials, and equipment common to public works operations. (Equipment includes: backhoe, dump truck, vac truck, snowplow, etc.)
- Skilled in the operations of hand and power tools, and equipment used in public works operations.
- Must be well organized and able to prioritize tasks as well as have the ability to efficiently and at times independently multi-task, managing multiple areas of responsibility with overlapping deadlines.
- Ability to give clear oral and written instruction.
- Ability to work a personal computer, utilizing word processing spreadsheet software, e-mail, and the internet.
- Ability to successfully work with all Village departments and the public in a helpful, polite, tactful, and efficient manner.
- Ability to operate a smartphone, tablet, and other mobile devices.

### **Position Requirements**

- High School Diploma required, College Degree preferred
- Live within 20-mile radius of Argenta (preferred)
- Valid motor vehicle license and ability to obtain State of Illinois Class C license
- Illinois Drinking Water Operator Certification Class B License or ability to obtain within 4 years of start date

# THE VILLAGE OF ARGENTA

## Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Social Security No.	Desired Salary
Position Applied for			
Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

**PREVIOUS EMPLOYMENT**

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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