



## City of Aurora

### JOB DESCRIPTION

**TITLE:** DIRECTOR OF PUBLIC WORKS/CITY  
ENGINEER

**JOB CODE:** 25296

**DEPARTMENT:** Public Works

**SALARY GRADE:** E22

**LABOR GROUP/PAY PLAN:** Executive Pay Plan

**FLSA STATUS:** Exempt

**LOCATION:** City Hall

**EFFECTIVE:** 8/17/2017

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#### **Definition**

Under administrative direction of the Mayor, plans, coordinates and directs the operation of the City of Aurora Public Works Department, overseeing the activities of a number of City Divisions including Engineering; Electrical Maintenance; Water Production; Water and Sewer Maintenance including Water Meter Maintenance; Street Maintenance including Downtown Services. Takes an active role in coordinating the development and implementation of public improvements in the City, and administration of various on-going maintenance and service programs.

#### **Physical Demands and Equipment**

Enter text

#### **Essential Functions of the Job**

1. Supervises a large and diversified department of over 200 full time staff and 85 seasonal, providing work coordination and direction to a number of major divisions within the City.
2. Plans, coordinates and monitors various public works activities relating to maintenance and repair of City streets, sewers, water production and distribution systems and mains, street lighting and electrical systems such as traffic control devices, pumps and power distribution equipment, City-owned maintenance equipment, buildings and property.
3. Oversees the coordinated removal of ice and snow from City parking lots and streets by various City divisions.
4. Oversees and coordinates all City engineering activities relating to traffic, new street and building construction, planning, design and inspection of contracted public works, water works construction, and permitting the construction of infrastructure by the Development Community.
5. Reviews the various operating plans, reports and activities of the Public Works Department, providing technical advice and assistance as needed; notifies division staff of all new or revised policies or procedures approved by the Mayor and City Council; coordinates work within the Department and combines manpower and equipment to handle emergency situations.
6. Reviews work programs and prepares annual budget; provides the necessary input for the preparation of a 10-year Capital Improvement Plan; supervises the expenditure of budgeted funds in accordance with proper operating practices; approves the purchase of materials, equipment and supplies.

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7. Studies and develops long-range planning documents defining goals and objectives for the Department and its various divisions; reviews recommendations from the City Council and the general public and investigates and determines the feasibility of same.
8. Maintains liaison with various State agencies and Federal agencies relating to public works activities.
9. Attends and participates in departmental staff meetings, committee meetings, professional conferences and other meetings as required.
10. Performs other duties assigned as related to the position.

**Required Knowledge and Abilities**

- Requires thorough knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works activities.
- Requires thorough knowledge of the methods, materials and equipment used in the construction, repair and maintenance of water utilities, streets, sewers and related public works and service delivery systems.
- Requires ability to organize, plan and coordinate the activities of a multi-divisional department.
- Requires ability to develop and implement long-range plans and programs.
- Requires ability to make decisions on departmental policies and on complex administrative problems and issues.
- Requires ability to establish and maintain effective working relationships with other City officials, Department employees, and the general public.
- Requires ability to analyze, interpret and draw conclusions from engineering reports, plans, and specifications.
- Requires ability to understand and interpret an extensive variety of technical information contained in governing legislation, City ordinances, professional manuals and texts.
- Requires a valid driver's license.

**Qualifications for Hire**

- Requires a Bachelor's Degree in civil engineering.
- Requires at least ten years of management experience in administering public works activities.
- Requires registration as a professional engineer in the State of Illinois.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**JOB DESCRIPTION ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have received a copy of my job description. The description of DIRECTOR OF PUBLIC WORKS/CITY ENGINEER describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

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Applicant/Employee Signature

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Date