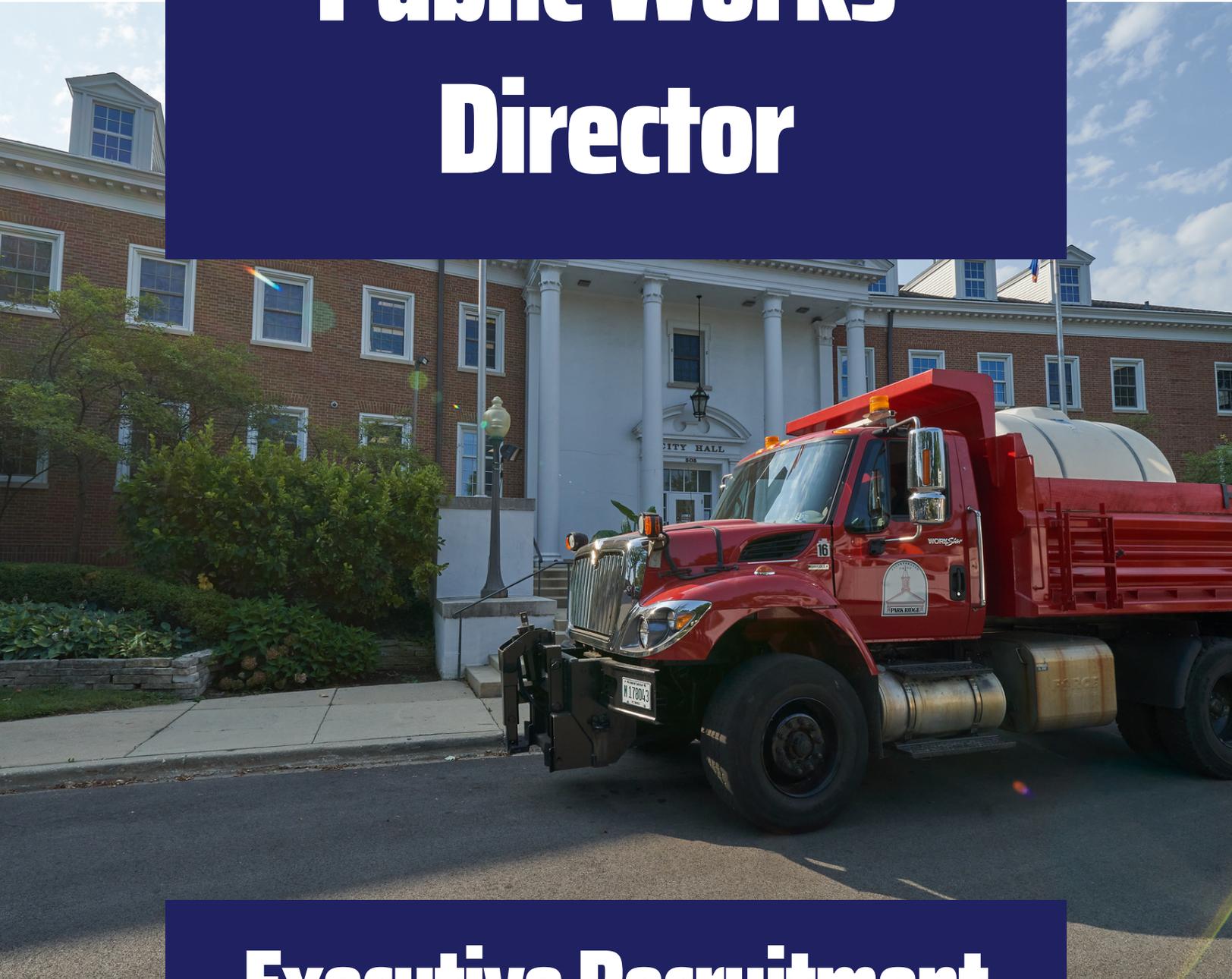




City of
PARK RIDGE
ILLINOIS

Public Works Director



Executive Recruitment

Are you a Public Works Leader of Excellence?

The City of Park Ridge is looking for an experienced, forward thinking and community focused professional as our next **Public Works Director**.

After 33 years of excellent service, the Park Ridge Public Works Director is retiring. Under new leadership, the department is poised to implement exciting infrastructure projects and modernization of operations. This is a great career opportunity for an innovative and experienced leader who is ready to take on new challenges and advance their career to the next level.

The team is well-equipped, highly trained, and committed to the continued development and maintenance of our valuable public infrastructure. Public Works provides exceptional customer service while delivering high-quality services that residents rely upon.

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five (5) work-related references www.parkridge.us/jobs by July 24, 2022.



The Community

Park Ridge, Illinois is a picturesque suburb of 37,480 residents located 14 miles northwest of downtown Chicago, convenient to O'Hare Airport, major expressways, CTA and Metra trains.

The vibrant Uptown shopping area includes City Hall, the Metra station, Public Library and several charming parks where live musical concerts and special events are held. Tree-lined streets, pleasing architecture, excellent schools and ample parks help make Park Ridge one of the most desirable family communities in the Chicago area.

Unique shops, famous name stores, and popular restaurants fill the Uptown area, where award-winning new buildings blend serenely with historic ones. The skyline is graced with cupolas, church spires and the 100-foot tower of the Art Deco Pickwick Theatre, which is on the National Register of Historic Places.

Park Ridge offers other shopping and dining convenient to every neighborhood, including South Park, Village Green, the Dee Park area bordering Oakton Ave. and the Higgins Corridor bordering Chicago.

Business is thriving in Park Ridge, with many new and family-run stores and restaurants available. Park Ridge is home to several trade and professional associations and two major hospitals (Advocate Lutheran General and Resurrection Health Care) plus numerous medical service offices.

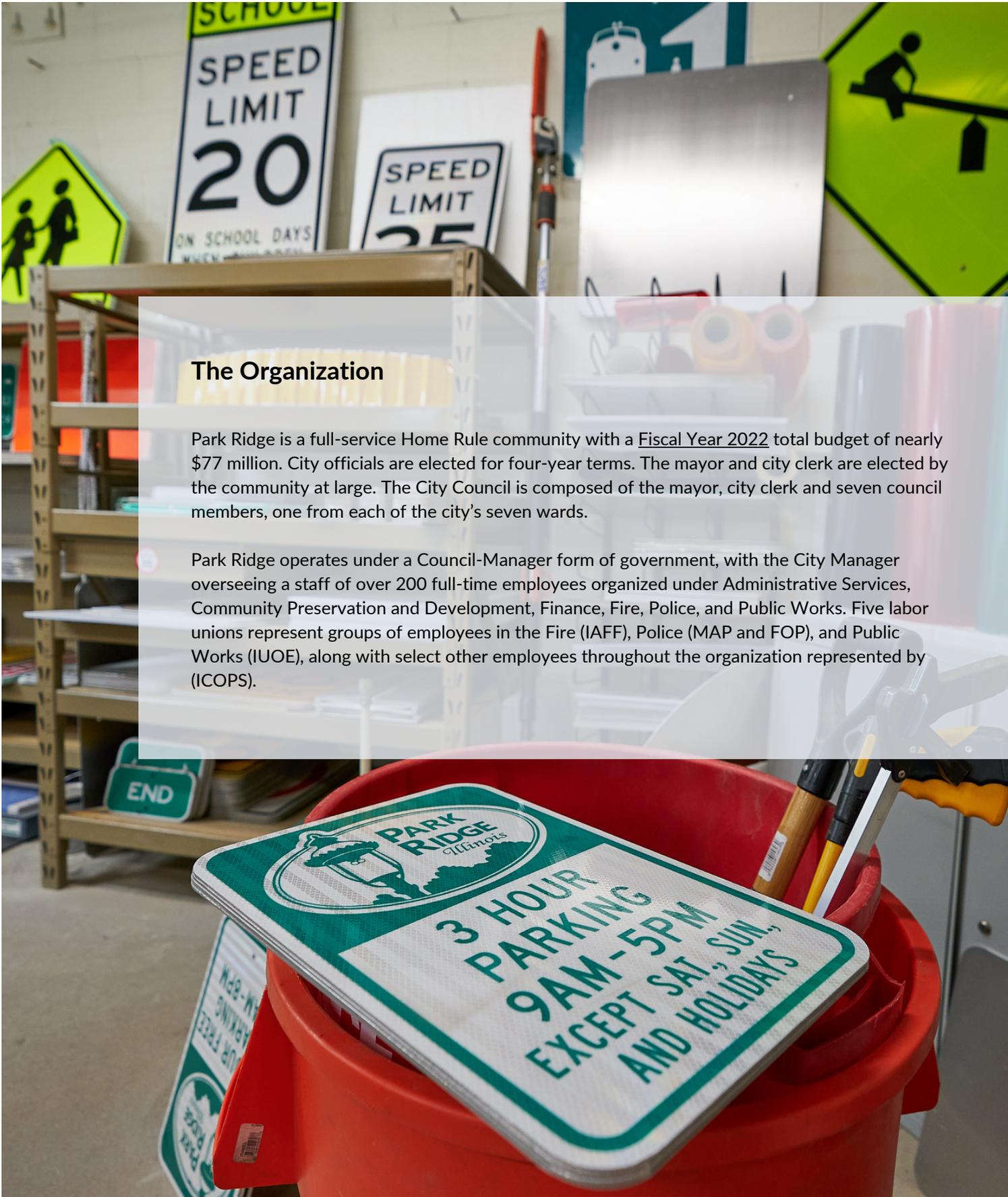
Park Ridge is a prime residential community that retains its distinctive, small-town charm. As the tagline reads, it is truly "A WONDERFUL PLACE".

Park Ridge at-a-Glance

Population: 37,480
Land Area: 7.09 square miles
County: Cook
Median Home Value: \$426,700
Median Household Income (in 2019 dollars): \$111,642
Average Household Size: 2.6
Households: 14,197
Public Transportation: Metra Train and PACE Suburban Bus

Mission Statement

The City of Park Ridge is committed to providing excellence in City services in order to uphold a high quality of life, so our community remains a wonderful place to live and work.



The Organization

Park Ridge is a full-service Home Rule community with a Fiscal Year 2022 total budget of nearly \$77 million. City officials are elected for four-year terms. The mayor and city clerk are elected by the community at large. The City Council is composed of the mayor, city clerk and seven council members, one from each of the city's seven wards.

Park Ridge operates under a Council-Manager form of government, with the City Manager overseeing a staff of over 200 full-time employees organized under Administrative Services, Community Preservation and Development, Finance, Fire, Police, and Public Works. Five labor unions represent groups of employees in the Fire (IAFF), Police (MAP and FOP), and Public Works (IUOE), along with select other employees throughout the organization represented by (ICOPS).

The Department

Public Works is responsible for developing and maintaining infrastructure, buildings, grounds, vehicular equipment, implementing capital improvement projects, and providing specialized public services such as snow and ice control, parking management, environmental quality control, and more. Public Works operates in partnership with the community to develop and maintain publicly owned physical assets.

The Public Works team has 46 full-time employees. For fiscal year 2022, the operating budget is \$16 million, with a Capital Improvements Program budget of approximately \$4 million.

Administrative Services is responsible for centralized administrative functions such as customer service questions, City Council relationship, payroll, accounts payable, purchasing, labor relations, and forestry operations.

Engineering implements the Capital Improvements Program and constructs capital projects that support community needs. Also provides engineering reviews, grant writing and administration, and manages contractual maintenance services for street, sidewalk, sanitary sewer, storm sewer, surface drainage, traffic control, and environmental quality control systems.

Operations is responsible for maintaining city-wide infrastructure. This includes streets, alleys, sanitary and storm sewers, streetlights, and facilities. Operations is also responsible for fleet management including vehicle purchasing and maintenance. Operations maintains trees in the right-of-way and provides concrete repairs on city streets and sidewalks. Snow and ice control, storm response cleanup, and landscape maintenance is part of this division.

Water and Sewer manages two water pumping stations with 15 million gallons of underground water storage, plus a one-million-gallon water tower. Park Ridge purchases drinking water from the City of Chicago. This division manages sewer repairs and maintenance.



The Priorities

The new Public Works Director will assume control of a highly respected, customer-oriented team that works collaboratively with outside agencies and the public. The department has a long history of maintaining public assets and successfully implementing transformative projects that improve the quality of life for those who live, work, and visit Park Ridge.

- ✔ **Build and maintain safe and sustainable public infrastructure.** The City Council has several goals regarding infrastructure improvements, including drainage projects, annual rehabilitation projects, safety improvements, and green infrastructure.
- ✔ **Embrace and implement innovative technology.** Research, deploy, and embrace new technological tools, software, equipment, and processes that can improve services for the residents.
- ✔ **Provide excellent service delivery while containing costs.** Managing maintenance needs and maximizing available grant funding is a priority. The Director oversees staff and asset management to assure the city continues to provide exceptional services for residents and businesses.
- ✔ **Continue to be responsive to controlling stormwater management.** The department manages the development and construction of stormwater control projects that improve safety, add attractive public amenities, improve quality of life, and promote community investment.
- ✔ **Support multimodal transportation.** Implement infrastructure that not only provides for the safety of Park Ridge's pedestrians and cyclists but anticipates the future needs and expectations of our community.
- ✔ **Maintain current and plan for future city facility needs.** As buildings and facilities age, Public Works will be instrumental in developing a strategic plan to address the city's current and future facility needs and cost-effective ongoing maintenance plans.
- ✔ **Plan, train and deploy excellent emergency response operations.** The department has a great legacy of proactively preparing for and responding quickly to emergency needs, including snow and ice removal and storm cleanup. The Director must successfully balance the delivery of quality baseline services with emergency responsiveness.



Knowledge, Skills and Abilities

- Experience supervising, hiring, training, leading, motivating, and evaluating a professional and diverse staff.
- Comprehensive knowledge of public administration as well as best practices, trends, and opportunities in public works management.
- Experience managing employees belonging to collective bargaining groups.
- Demonstrated experience successfully managing complex infrastructure projects involving multiple partners and community stakeholders.
- Great organizational skills and the ability to manage multiple priorities simultaneously.
- Knowledge of local, State, and Federal laws, regulations, and programs regarding public works activities, programs, and services.
- Experience overseeing comprehensive budgets and procurement, in addition to grants and contract administration.
- Thorough knowledge of the principles and theory in the fields of civil and environmental engineering.
- Problem solving skills that include the ability to think outside the box and to apply innovative, and creative solutions to complex problems.
- Comprehensive knowledge of safety procedures and precautions necessary in public works operations and service delivery.
- Experience with the variety of public works functions and associated practices and equipment used to deliver city services.
- Excellent written and oral communication skills that can be custom tailored to an array of different audiences.
- Skilled in responding courteously and professionally to inquiries, service requests, and resident or stakeholder concerns.
- Experience maintaining positive working relationships with elected officials, other departments, outside government agencies, neighborhoods, businesses, and the public.
- Able to foster a positive, collaborative, inclusive, and respectful work environment.

Education and Experience

Minimum Required Qualifications

Bachelor's degree in construction management, urban planning, public administration, or closely related field, or a combination of equivalent education, training, and experience.

A minimum of five years of progressively responsible experience in public works functions, including engineering, design, and construction, in a comparably sized municipal, state, or federal organization.

An equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities required of the position will be considered.

Ability to pass a post-offer criminal history record check and drug screening.

Possess a valid state-issued driver's license and a safe driving record (as determined by the city).

Preferred Qualifications

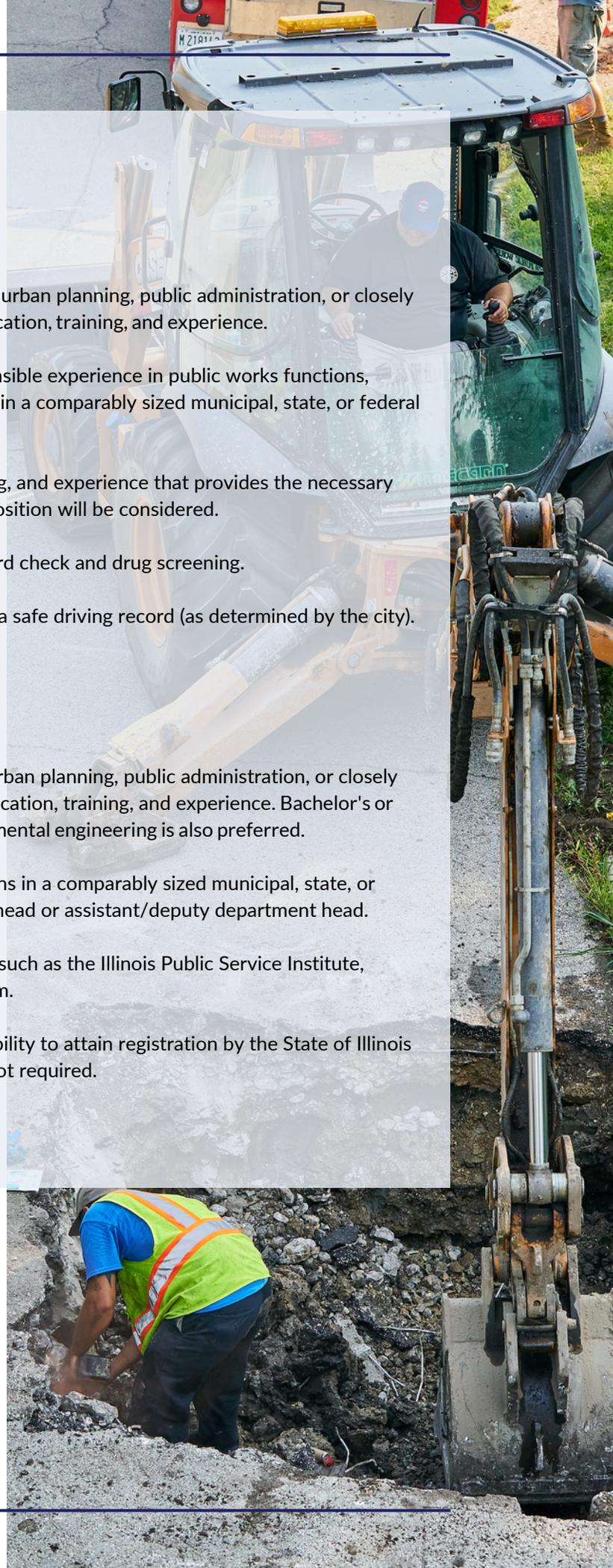
Master's degree in construction management, urban planning, public administration, or closely related field, or a combination of equivalent education, training, and experience. Bachelor's or Master's degrees in civil engineering or environmental engineering is also preferred.

Two or more years leading public works functions in a comparably sized municipal, state, or federal organization at the level of department head or assistant/deputy department head.

Completion of public works leadership training, such as the Illinois Public Service Institute, APWA Public Works Institute, or similar program.

Registration as a Professional Engineer or the ability to attain registration by the State of Illinois within one year of appointment is desired but not required.

Residency is not a requirement.



Compensation and Benefits

The salary range starts at \$138,840 depending on qualifications. The city also offers a **GENEROUS BENEFITS PACKAGE**, including:



Health Insurance. BlueCross BlueShield at a 13% premium cost to employees.



Dental Insurance. Delta Dental at a 13% premium cost to employees.



Term Life Insurance. Valued at two (2) times the Director's annual salary (\$300,000 maximum).



Flexible Spending Accounts. Contribute pre-tax contributions to health or dependent accounts to use for qualifying expenses.



Pension. Membership in the Illinois Municipal Retirement Fund, an employee and employer funded pension fund.



Paid Time Off. Earn twenty (20) days per year accrued on a bi-weekly basis.



Admin Leave. Five (5) days credited at the beginning of each fiscal year and upon the date of hire.



Paid Holidays. Eight (8) paid City holidays each year.



Professional Development. Professional membership dues and ongoing professional development training.



Tuition Reimbursement. Up to \$2,500 annually.



Employee Assistance Program. Free and confidential short-term counseling services, resources and work/life service specialists for employees and all household members.



Vehicle. A dedicated vehicle is provided for use while conducting official city business.

Employees also have the option to participate in these employee-paid programs:

- Vision Insurance through VSP
- 457(b) Retirement Plans through Mission Square or Nationwide
- Additional Life Insurance offerings

How to Apply

Apply online at www.parkridge.us/jobs with a resume, cover letter and contact information for five (5) professional references by July 24, 2022. Questions about the position are encouraged and may be directed to Leisa Niemotka, Administrative Services Manager, 847-318-5201 or lniemotka@parkridge.us.

The City of Park Ridge is an Equal Opportunity Employer.



City of Park Ridge

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