



JOB OPENING

Position: Director of Public Works

Job Description

Status: Full Time- Non-Exempt

Reports to: Village Manager

Department Base: Public Works

DESCRIPTION:

The Village of Schiller Park, IL population 11,709 (2020 Census) is located 17 miles northwest of downtown Chicago in Cook County, IL. Schiller Park is a beautiful historical community which prides itself on up-to-date infrastructure, clean parks, and well-maintained neighborhoods with a focus on providing high quality services to its residents and businesses. Schiller Park is home to major logistics and other industries surrounding Chicago's O'Hare International Airport.

The Public Works Director is expected to be a working manager responsible for the daily operations of the Department with a staff of full-time and part-time employees, including union, non-union, supervisory, skilled and non-skilled laborers.

The Director of Public Works is responsible for municipal projects including planning and directing the design and construction of street improvements, sanitary and storm sewers, water distribution lines, drainage structures, traffic control systems, and other public works or utility projects. The Director plans, directs, coordinates and controls the efficient and effective operations of all public works functions including Village streets, sidewalks, water mains, sanitary sewer lines, storm sewers, public works facility. The Director performs complex supervisory functions and oversees the public works staff, including the street and water divisions and interacts with Village engineering and other consultants.

The Director works under the supervision of the Village Manager. The Director provides administrative and policy direction on public works matters and advises the administration on capital improvement issues and concerns. The Director is an integral part of the Village's executive leadership team, collaborating with the other Department Directors and staff on interdepartmental issues.

DUTIES AND RESPONSIBILITIES:

- Reports to the Village Manager. Some duties are listed but not all inclusive.
- Recommend and administer policies, goals, and procedures, service and staffing levels.
- Select, train supervise and evaluate Public Works personnel.
- Oversee and participate in the development and administration of the Public Works Department operation and budget.

- Direct and plan various construction and maintenance projects, involving buildings and grounds, water and sewer, and roads maintenance and construction.
- Oversee and manage the IEPA requirements for NPDES permitting and storm water.
- Management planning and operations.
- Oversee and manage IEPA requirements for water system operations.
- Oversee and assist with updates to the GIS system.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage and be available as needed for snow removal, water emergencies, and activities related to Public Works mission and duties.
- All duties related to the department's mission or as assigned.

CANDIDATE QUALIFICATIONS AND EXPECTED EXPERIENCE:

The successful candidate will have the following qualifications and experience. Any combination of experience and training that would demonstrate the required knowledge and abilities is qualifying.

- Valid driver's license.
- 5-10 years of comprehensive supervisory/field experience related to public works.
- Knowledge of municipal practices.
- Knowledge of construction codes.
- Master's degree in construction management, urban planning, public administration or closely related field is preferred.
- Class C Public Water Supply Operator License or must obtain within one year of hire date or as agreed to by the village.
- Experience in using GIS, Microsoft (Office, Excel, Powerpoint) and other applicable software programs.
- Experience working with streets, water systems, and all infrastructure.
- Must be able to effectively communicate orally and in writing with employees, other supervisors and department heads, public officials, vendors, contractors and Village residents and businesses and maintain effective working relationships.
- Must be able to exercise sound judgement and make decisions.
- Must be a team player and be highly collaborative.
- Ability to lead and direct employees in achieving assignments.
- Be available 24 hours a day for emergency situations.
- Knowledge of OSHA worker safety laws.
- Knowledge of local, state, and federal laws, regulations and programs regarding public works activities, programs, and services.

COMPENSATION AND HOW TO APPLY

The annual salary range is \$120,000-\$160,000 with excellent benefits. The Village of Schiller Park is an equal opportunity employer and is committed to diversity in the workplace. This position is eligible for a Class C Water License stipend of \$2,080.00.

Interested candidates must submit required paperwork (cover letter, resume, application and a list of at least four professional references) in confidence via email to: Brett Kryska, Village Manager, Bkryska@schillerparkil.us and Gabriel Bueno, Management Analyst, Gbueno@schillerparkil.us

The Director of Public Works position is open until it is filled. If you would like to be considered for this opportunity, you must submit all required paperwork, as noted previously. The first review of applications begins March 6th, 2026. Position is open until it is filled.

Pre-employment process following conditional job offer will include a full criminal background screening as well as a drug and alcohol screening.