Public Works Supervisor
Public Works Department

The Village of Matteson is seeking to hire a Public Works Supervisor who works under the general supervision and direction of the Superintendent of Public Works. The Public Works Supervisor performs a variety of administrative, skilled and technical duties in the planning, construction, operation, repair and replacement of Village water, sewer, street, storm drainage facilities and systems, parks and municipal facilities.

The position requires an organized, energetic and enthusiastic individual who is interested in performing a variety of functions. The individual must interact well with the public and with staff and possess strong customer service skills. The individual must be able to communicate effectively both orally and in writing. The duties are detailed in the position description (attached to this posting).

The highly desired candidate will have a bachelor’s degree in public administration, engineering, construction management or related field; with seven (7) years of experience relating to the construction, repair and maintenance of water supply and distribution systems including the operation of related maintenance equipment; two (2) years of experience in a supervisory capacity; possession of a Class C Water Distribution Operator Certification. The minimum requirement is to have any equivalent combination of education and experience listed above.

This is a full-time position. The desired candidate must have the ability to work a flexible schedule, based upon business needs. Benefits provided by the Village include paid vacation and sick leave, life, medical and dental insurance, 10 paid holidays and retirement plan. Salary will be commensurate with experience.

To apply to this posting, complete the Employment Application beginning on the next page. Application with cover letter and resume should be submitted no later than November 30, 2020 to:

Human Resources Department
Village of Matteson
4900 Village Commons
Matteson, IL 60443 or
jlperry@villageofmatteson.org
COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application for Employment form must be completed. A resume and cover letter can be included as supplemental information.
   - You must complete all pages of the application.
   - You must complete a separate application form each time you apply for a position.
   - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe Reader, etc.).

2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.
   - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
   - You may also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (the application and documents must be saved to a file and attached before sending).

3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. As specified in the job description:
   - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
   - Applicants selected for certain positions will have a residency requirement.

4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.

5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

Revised: 3/12/2020
Application
For Employment

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _______________________________  _____________________________________  
                         Last                   First                   Middle

ADDRESS ________________________________  _____________________________________  
Number  Street  City  State  Zip

TELEPHONE  Daytime:    __________________________    Area
               __________________________
Evening:    __________________________    Area

E-MAIL:  ____________________________________________________________________

APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant  Date

AN EQUAL OPPORTUNITY EMPLOYER

Revised: 3/12/2020
Position applied for? ________________________________

Have you filed an application here before?
❑ YES  ❑ NO
If YES, give date. __________________

Have you ever been employed here before?
❑ YES  ❑ NO
If YES, give date. __________________

Are you employed now?
❑ YES  ❑ NO

May we contact your present employer?
❑ YES  ❑ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon Employment.)
❑ YES  ❑ NO

On what date would you be available for work? ________________________________

Are you available to work
❑ Full-Time  ❑ Part-Time  ❑ Shift Work  ❑ Temporary

Can you travel if a job requires it?
❑ YES  ❑ NO

Veteran of the U.S. Military Service?
❑ YES  ❑ NO
If YES, Branch ______________________________

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. ______________________________

__________________________________________________________________________

Indicate what foreign languages you speak, read and/or write. (When related to the position sought.)

<table>
<thead>
<tr>
<th></th>
<th>Fluently</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read</td>
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<tr>
<td>Write</td>
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<td></td>
</tr>
</tbody>
</table>
# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1. **Employer**
   - **Dates Employed**
     - From
     - To
   - **Work Performed**
   - **Address**
   - **Job Title**
   - **Hourly Rate/Salary**
     - Starting
     - Final
   - **Supervisor**
   - **Reason for Leaving**

2. **Employer**
   - **Dates Employed**
     - From
     - To
   - **Work Performed**
   - **Address**
   - **Job Title**
   - **Hourly Rate/Salary**
     - Starting
     - Final
   - **Supervisor**
   - **Reason for Leaving**

3. **Employer**
   - **Dates Employed**
     - From
     - To
   - **Work Performed**
   - **Address**
   - **Job Title**
   - **Hourly Rate/Salary**
     - Starting
     - Final
   - **Supervisor**
   - **Reason for Leaving**

4. **Employer**
   - **Dates Employed**
     - From
     - To
   - **Work Performed**
   - **Address**
   - **Job Title**
   - **Hourly Rate/Salary**
     - Starting
     - Final
   - **Supervisor**
   - **Reason for Leaving**

If you need additional space, please continue on a separate sheet of paper.
### Education

<table>
<thead>
<tr>
<th>School Name</th>
<th>Education</th>
<th>High</th>
<th>College/University</th>
<th>Graduate/Professional</th>
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</table>

<table>
<thead>
<tr>
<th>Years Completed (Circle)</th>
<th>4 5 6 7 8</th>
<th>9 10 11 12</th>
<th>1 2 3 4</th>
<th>1 2 3 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma/Degree</td>
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<tr>
<td>Describe Course of Study</td>
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<tr>
<td>Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities</td>
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</tbody>
</table>

Honors Received:

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. *(Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.)*

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.
Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant’s provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for period government reporting and will be kept in a Confidential File separate from the Application for Employment.

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**PLEASE PRINT**

Date ____________________________

Position(s) Applied For __________________________________________________________

Referral Source:  

☐ Advertisement      List Which Newspaper or Website: ______________________________

☐ Personal Contact      ☐ Walk-In      ☐ Employment Agency

☐ Other __________________________________________________________

Name ____________________________  Phone ____________________________

Last First Middle (Area Code) Number

Address __________________________________________________________

Number Street City State Zip Code

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Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One:  ☐ Male      ☐ Female

Check One Race/Ethnic Group:  ☐ White      ☐ Black      ☐ Hispanic

☐ American Indian/Alaskan Native      ☐ Asian/Pacific Islander      ☐ Other __________

Check if any of the following are applicable:

☐ Vietnam Era Veteran      ☐ Disabled Veteran      ☐ Handicapped Individual
VILLAGE OF MATTESON
POSITION JOB DESCRIPTION

Class Title: Public Works Supervisor
Department: Public Works Department
Date: October 2020
Status: Exempt

GENERAL PURPOSE:
Performs a variety of administrative, skilled and technical duties in the planning, construction, operation, repair and replacement of Village water, sewer, street, storm drainage facilities and systems, parks, and municipal facilities.

SUPERVISION RECEIVED:
Works under the general supervision and direction of the Superintendent of Public Works.

SUPERVISION EXERCISED
Exercises supervision directly or through subordinate supervisors

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water service for the Village; oversees construction and maintenance work to determine acceptability and conformance to standards.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of public works systems and facilities.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water systems and other department facilities.

Responsible for the proper operation of the water pumping station. Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters and other water system components at frequent intervals to ensure that all aspects of the systems are functioning properly.

Consults regularly with Village Engineer(s) in the progress of contracted projects designed to provide quality water, sewer, street and drainage service for the Village. Works closely with the Village Engineer(s) on construction projects and coordinates contracted construction and operation activities with appropriate personnel. Oversees and inspects contracted projects to determine acceptability and conformance to standards and specifications.

Coordinates the temporary assignments of department equipment and/or personnel to other divisions, departments or communities as requested.

Receives and investigates customer complaints; evaluates situation, determines if liability lies with the Village or property owner; explains findings to property owners and notifies appropriate personnel as necessary.
Contracts residents and business owners in areas where services will be discontinued and explains when services will be shut off and when service will be restored.

Supervises the location of gas, telephone, power, cable, water and sewer lines from the appropriate sources prior to any excavation projects and informs crew of such locations.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance and repair of streets, water systems, sewer collection, storm drainage systems, parks, and facilities.

Requisitions needed supplies for the department. Maintains a variety of records relating to personnel, equipment, supplies, and water consumption. Maintains records on maintenance and repair of water and sewer distribution and pump systems, vehicles and equipment related to the department. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts, materials, supplies and tools.

Insures proper maintenance of equipment, vehicles and tools by supervising activities of vehicle and equipment maintenance and checking equipment and tools after use.

Oversees the safety of maintenance personnel and equipment operators by instructing individuals in proper safety procedures and monitoring current and new safety regulations. Administers safety policies and procedures and prepares necessary reports and documentation. Investigates property and/or personal injury accidents; prepares the necessary reports and documentation; forwards same to Village Manager.

Develops and recommends to the Superintendent, department policy and goals, to best meet and service the needs of the community.

Oversees matters relating to department activities and provides information to various individuals regarding street, water, sewer and drainage problems and services.

Analyzes annual operating costs and makes recommendations for budget preparation and administration. Documents budget requests and administers adopted budget in assigned area of responsibility.

Provides recommendations regarding equipment, supplies and material purchases needed for effective department operation.

Responsible for the proper enforcement of organization and department rules, regulations, policy and procedures. Initiates, and recommends disciplinary and other personnel actions where appropriate. Performs formal personnel performance evaluations of subordinates.

**MINIMUM QUALIFICATIONS**

(A) Bachelor’s degree in public administration, engineering, construction management or related field;

(B) Seven (7) years of experience relating to the construction, repair and maintenance of water supply and distribution systems including the operation of related maintenance equipment; including 2 years in a supervisory capacity;

(C) Any equivalent combination of education and experience.
KNOWLEDGE SKILLS & ABILITIES:

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and jetting machines; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, street roller, backhoe, man-lift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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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