

Director of Utilities  
Village of Frankfort

Frankfort, IL. (20,126 population estimate; 35,000 service area), is seeking qualified candidates to become their next Director of Utilities. This full-time, exempt, department head level position is responsible for overall operations of the Utilities Department. Under limited supervision, the Utilities Director, plans, coordinates, manages, and directs the operations of the Utility Department; develops and implements plans, policies, and programs to provide quality service to the citizenry of the Village of Frankfort and customers who receive Frankfort's Water and Wastewater Utility Services. This position is the responsible person in charge per I.E.P.A. The Utility Department's total budget for FY 18-19 is \$28,732,122, which includes Utility Operating and Capital funds. The system consists of 10 wells, 9 iron filters, 6 elevated tanks and associated distribution systems that produce approximately 4.5 million gallons per day in summer and 2.7 million gallons in winter as well as processing 3.2 million gallons per day at waste water treatment plants.

Candidate Qualification:

A Bachelor's degree in civil engineering, public administration or related field is required, master's degree preferred, and 10 years of full-time, progressively responsible, related municipal experience; or any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Eligible candidates must have an Illinois EPA Class B water operator's license and Class 1 wastewater operator's license or the ability to obtain these licenses within six months of employment. Must have experience in large project management. Experience as a Director or Assistant Director in similarly sized private Utility or municipal Utility is required.

Full job description available on [www.villageoffrankfort.com/work/jobopenings](http://www.villageoffrankfort.com/work/jobopenings). Candidate must have hands on attitude with strong analytical abilities to manage multiple tasks with strong written and oral communication skills. Candidate must have the ability to engage residents, customers, village staff and elected officials in a calm and professional manner.

Hours of work follow a standard schedule of 40 hours per week in addition to board and committee meetings as needed. The position requires 24 hours availability when necessary. Salary range for this position is \$90,000 - \$120,000 dependent upon qualifications and experience. Compensation includes an excellent benefit package.

How to apply:

On or before November 2, 2018, qualified candidates should submit a cover letter, resume, salary history and 3 professional references with contact information to: Jim Holland, Village President, Village of Frankfort, 432 W. Nebraska Street, Frankfort, IL 60423, email [jholland@vofil.com](mailto:jholland@vofil.com), phone (815) 469-2177.

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