

**Village of Frankfort  
Job Description**

**POSITION TITLE: Utility Department Director**

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Department: Utility Department  
Classification: Exempt  
Immediate Supervisor: Village Administrator

**JOB SUMMARY**

The Utility Director position is a Full-time, exempt, managerial and supervisory position within the Utility Department. Under limited supervision, 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.

**Essential Duties and Responsibilities:**

The primary responsibilities of this position include but are not limited to the following:

- Insure completion of tasks and reports by employees to safely and adequately provide water and waste water services to utility customers;
- Meet regularly with foreman to review work programs and make recommendations;
- Meet with department staff and provide guidance, establishing a training and continuing education program for the department;
- Ensure employees know how to safely operate the equipment needed to perform their tasks;
- Continually monitor the working budget to ensure the line items are within budget limitations;
- Insure required reports to IEPA and other organizations are completed accurately and in a timely fashion;
- Interview and recommend the hiring of new personnel, recommend disciplinary action and/or promotions, evaluate employee's performance, investigate and respond to employee grievances;
- Serve as a member of the management team, evaluate new procedures and work programs making recommendations to Village Administrator concerning improvements;
- Be available for after-hours calls and emergency situations;
- Performs related work as required.

**Secondary, Incidental Duties and Responsibilities:**

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Attends board meetings as directed by Village Administrator;
- Represents the Village as directed by the Village Administrator;
- Attends workshops and seminars as necessary;

- Additional duties as assigned by the Village Administrator.

**Supervisory Responsibilities:**

The supervisory responsibility of this position includes, but is not limited, to the following:

- Serve as Department Head and assist Village Administration with direction and coordination of employees of the Village according to the established organization procedures;
- Work closely with other department directors to assure that employees comply with current accepted budgetary restrictions and accountability;
- Provide direct supervision to department staff members as required.

**Minimum Education and Experience Requirements:**

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.

Furthermore, this position requires the following:

- Requires possession of an Illinois motor vehicle operator's license;
- Class 1 certificate for Wastewater Operators with a Class B Water Operations Certificate issued by the State of Illinois or the ability to obtain within 6 months;
- Knowledge and experience running utility that provides water and waste water services;
- Ability to work within and maintain a chain of command;
- Ability to interact with co-workers and the public in a congenial and effective manner;
- Ability to work with great attention to detail and high level of accuracy;
- Ability to work independently and in a team environment;
- Ensure that employees observe and maintain established safety policies and procedure; Take appropriate precautions to preserve their own safety and others during the course of performing tasks and essential duties;
- Effective organizational skills;
- Effective oral and written communication skills.

**Work Environment:**

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 employee must occasionally lift and/or move up to 25 to 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. Will be occasionally be exposed to noxious odors, machinery with moving parts and high noise levels.

The employee will work both indoors and outdoors with exposure to a wide range of conditions including but not limited to varying degrees of hot or cold,

rain, snow and wind. Must also be able to work within an office environment with frequent distractions. In all instances, safety efforts are expected and enforced.

**Physical Activities:**

Individual must be able to perform the following physical activities with reasonable accommodation:

<b>Physical Activity</b>	<b>Not Required</b>	<b>Required</b>	<b>Occasional (less than 2.5 hours per day)</b>	<b>Frequently (more than 2.5 hours but less than 5 hours per day)</b>	<b>Continuous (more than 5 hours per day)</b>
Climbing		X	X		
Balancing		X	X		
Stooping		X	X		
Kneeling		X	X		
Crouching		X	X		
Crawling		X			
Reaching		X		X	
Standing		X			X
Walking		X			X
Sitting		X			X
Pushing 50 lbs.		X	X		
Pulling 50 lbs.		X	X		
Lifting 25 lbs.		X	X		
Carrying 25 lbs.		X	X		
Grasping		X		X	
Feeling		X	X		
Talking		X			X
Driving		X		X	
Hearing/Listening		X			X
Seeing/Observing		X			X
Repetitive Motions		X	X		
Typing		X			X
Working at Computer		X			X
Using Vibrating Tools	X				
Using Hand or power tools	X				
Using Heavy Equipment	X				

**Interaction with other Departments/Staff:**

This position must interact and openly communicate with all staff on a regular basis. The Utility Director must always maintain an open and honest dialogue with Village Administration and other Department Directors to ensure adequate communication of work priorities.

**Transfer or Assumption of Duties in Absence or Incapability:**

In the event that the Utilities Director shall be absent from the Village or incapable of discharging such duties and responsibility for any reason, his/her designee shall oversee that the needs of the position are met for the duration of the absence.