

# Job description

## Job Overview

We are seeking a dedicated and experienced Foreman to assist in overseeing the day to day operations of the Public Works Department under the direct supervision of the Public Works Director. The ideal candidate will possess great leadership skills, a strong work ethic, and a thorough understanding of public water/sewer systems, heavy equipment operation, safety procedures, and street/storm sewer repair/maintenance. Knowledge of drinking water and wastewater plant operations are a plus.

## Duties

- Assist in the training and development of other full-time staff in all facets of the Public Works Department
- Be the lead responsible employee in charge in the event of an absence of the Public Works Director
- Assist and learn all administrative aspects of the department in conjunction with the Public Works Director
- Assist in the tracking of materials inventory, as well assist in the ordering and stocking of materials necessary to have on hand at all times
- Assist in the dissemination of daily task assignments for the department
- Assist in the scheduling and record keeping of technical training/safety courses for the department
- Perform various work orders around the community at an exemplary level
- Develop a great working relationship with the Superintendent of Water Services (drinking water Class B plant operator/wastewater Class 2 plant operator)

## Qualifications

- Proven experience in a Public Works or construction setting with a strong emphasis on water main/water service emergency repairs and improvements
- Strong understanding of the day to day operations of a Public Works Department
- Proficient and safe in the operation of various heavy equipment apparatus (e.g. wheel loader, backhoe, mini excavator, jet/vac truck, street sweeper, snow plows, etc.)
- A class B CDL with air brake and tanker endorsement within 6 months of hire
- IEPA water/wastewater license preferred but not required for hire
- Familiarity with performing and administering J.U.L.I.E. locates
- Excellent leadership skills with the ability to motivate staff to continue to perform at a high level
- Strong attention to detail, particularly in the quality of work out in the field
- Desire to learn additional aspects of Public Works (e.g. code enforcement, building permits, Motor Fuel Tax, Capital Improvement planning, budgeting, administration of safety training, blueprint reading, GIS mapping, record keeping, etc.)
- Pre-employment physical and drug-screening required
- Relocation is within 25 miles of the Village of Arthur, Illinois

Job Type: Full-time

Pay: \$27.50 - \$30.00 per hour

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- On call
- Overtime

People with a criminal record are encouraged to apply  
Ability to Commute:

- Arthur, IL 61911 (Required)

Work Location: In person

Apply on [Indeed.com](https://www.indeed.com) or in person at Arthur Village Hall  
120 E. Progress Street, Arthur, Illinois 61911