



Position Announcement

Assistant Public Works Director

Posting Date: November 24, 2025

APPLICATION DEADLINE:	Interested candidates are encouraged to apply as soon as possible. Interviews may be conducted as applications are received. This position will remain open until filled.
HIRING RANGE:	\$119,689.78 - \$129,940.62, D.O.Q.
FULL SALARY RANGE (Grade 14):	\$119,689.78 - \$160,693.15
HOURS PER WEEK:	40 hours per week, exempt status.
BENEFITS:	The Village of Algonquin has a competitive benefit package which currently includes: generous paid time off, a flexible benefit Section 125 plan including health, dental, and life insurance as well as flexible spending accounts (health care and/or child care), a defined benefit pension plan through Illinois Municipal Retirement Fund , a deferred compensation 457(b) plan through Nationwide, and more.

The Village of Algonquin is seeking a highly motivated, collaborative, and technically skilled Assistant Public Works Director to join our leadership team. This opportunity is available due to the upcoming retirement of a long-tenured employee, and we are looking for a forward-thinking professional to continue supporting the Village's tradition of excellence in Public Works service. This position works closely with the Public Works Director to plan, coordinate, and oversee all Public Works operations, including infrastructure maintenance, capital projects, environmental initiatives, safety programs, and departmental administration.

If you are an experienced public works or municipal professional who values innovation, service excellence, and community impact, we invite you to apply.

What You'll Do:

- Support the Director in managing daily operations and long-term planning for all Public Works divisions.
- Develop, standardize, and implement departmental policies, procedures, and efficiency improvements.
- Prepare and administer operating and capital budgets across the department.
- Lead the Public Works safety program, ensuring compliance with Federal, State, and Village standards; coordinate safety training for staff.
- Oversee environmental and natural areas management projects; collaborate closely with the Village's Chief Ecologist/Horticulturist.
- Manage the Village's NPDES Phase II Stormwater Program.
- Maintain productive relationships with consultants, contractors, engineers, and outside agencies.
- Oversee Public Works office operations, including administrative processes, procurement needs, and facility organization.
- Coordinate accident and injury reporting; serve on the department's Accident Review Committee.
- Assist with labor relations, personnel matters, and departmental HR issues.
- Review development plans, meet with contractors, and participate in or conduct pre-construction meetings.
- Oversee the Village's asset management program and support ongoing improvements to service request and work order systems.
- Respond to resident inquiries and service concerns with professionalism and excellent customer service.
- Serve as acting Public Works Director in their absence and participate in an on-call supervisory rotation.

What We're Looking For:

- Bachelor's degree in Public Administration, Civil Engineering, or a related field (required).
- Master of Public Administration or related field (strongly preferred).
- Five (5) years of progressively responsible experience in local government administration, public works, or utility management.
- Extensive knowledge of municipal engineering, construction methods, and relevant laws and regulations.

- Strong verbal and written communication skills, with the ability to prepare detailed reports and present complex information clearly.
- Advanced computer and technology skills; experience with asset management systems preferred.
- Ability to read and interpret blueprints, plans, and technical specifications.
- Demonstrated leadership abilities and a consistently positive, self-motivated attitude.

Additional Requirements

- Occasional evening, weekend, or holiday work may be required.
- Work may be performed in both office and outdoor environments, including exposure to weather and construction sites.
- Must be able to lift/move up to 25 lbs. on occasion.

Knowledge, Skills, and Abilities

Considerable knowledge of engineering and construction principles, practices and methods as applicable to a municipal setting. Thorough knowledge of applicable municipal policies, laws, and regulations affecting Department activities. Skill in operating the listed tools and equipment. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, municipal officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports. Advanced knowledge of technology and advanced computer skills.

TO APPLY:

Interested candidates are required to complete and submit an online [employment application](#) and resume.

The Village of Algonquin is an Equal Opportunity Employer.