



Village of Kirkland

511 W. Main St. · P.O. Box 550
Kirkland, Illinois 60146
Phone: (815) 522-6179

Village of Kirkland Public Works Supervisor

The Village of Kirkland is seeking qualified candidates for the full-time position of Public Works Supervisor. The Public Works Supervisor is responsible for varied administrative and operational tasks within the street, sewer, water, forestry, fleet maintenance, and traffic of the Public Works Department. With service to the community its highest priority; the Village is seeking qualified candidates that possess an open, team-oriented style, with a strong focus on excellent customer service. The selected candidate tasks will include, but not limited to:

- Ability to plan, schedule and supervise operational and maintenance activities within departmental divisions (Water, Sewer and Streets primarily)
- Assist in the procurement of materials and equipment
- Assist with development/implementation of the department's annual budget as well as the department's strategic work plan items on a annual, monthly and daily basis
- Respond to emergency call-back events
- Coordinate training and development of the department's maintenance operations staff
- Promote and enforce safe work practices.

Qualified applicants should possess at a minimum:

- High school diploma or equivalent
- Public Works / Public Maintenance experience
- Knowledge of and ability to supervise/perform general maintenance on streets, sewers, water main, forestry, fleet and related areas
- Strong communication skills
- Writing and grammar skills necessary to prepare written reports and office correspondence
- Valid Illinois Driver's License
- Water and Sewer License preferred, but willing to obtain both license per Board guidance

The Village offers a competitive salary range dependent upon qualifications of the selected candidate, along with a comprehensive benefits package. Interested individuals must submit the Public Works Supervisor Application and a copy of their resume. All applications are due by Friday, April 1, 2022.

Village of Kirkland Application for Employment

511 W. Main Street Kirkland, Illinois 60146

General Information

Name: _____
Address: _____ Home Phone: _____
_____ Cell Phone: _____
Email: _____

Employment Information

Are you employed now? Yes No When would you be available for work? _____

Employment History

Employer: _____ Start Date: _____
Job Title: _____ End Date: _____
Work Performed: _____

Reason for Leaving: _____

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Job Title: _____ End Date: _____
Work Performed: _____

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Job Title: _____ End Date: _____
Work Performed: _____

Reason for Leaving: _____

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.

Signature of Applicant

Date