



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

PUBLIC WORKS SUPERINTENDENT OF OPERATIONS

The Village of East Dundee (population est. 3,152) is seeking qualified applicants for the full-time position of Superintendent of Operations. Starting salary range is \$90,629. The Village of East Dundee offers a competitive wage package and an excellent benefits package including medical insurance, dental, vision, a retirement health saving account, paid vacation and sick leave and participation in the Illinois Municipal Retirement fund system.

About East Dundee and Public Works Department

The Village of East Dundee, a home rule community as defined by the Illinois Constitution, is located approximately 35 miles west of the City of Chicago, primarily in Kane County with a small portion in Cook County. East Dundee encompasses approximately 3.1 square miles. The Fox River is the western border of the Village, and the Fox River Bike Trail runs through the Village's historic downtown district. Residents and visitors to East Dundee can enjoy an array of dining, retail, social and outdoor activities, including Santa's Village Amusement & Water Park. A picturesque historic downtown, with the former train depot (now a visitor center) in the heart of the district is home to many popular year-round special events hosted by the Village and outside organizations.

The Public Works Department's nine (9) full-time employees are responsible for maintaining and enhancing the physical environment and infrastructure of the Village of East Dundee through oversight of all municipal owned facilities and utilities. The Public Works Department is responsible for 25 miles of roadways, 29 miles of water mains, 25 miles of sewer mains, and 12 miles of storm sewer mains. In addition, the Department operates a water treatment and distribution system through various wells and storage tanks located through the Village. Additionally, the Department operates and maintains a wastewater treatment plant and collection system.

Superintendent of Operations Position Responsibilities & Duties

The Superintendent position works closely with the Director to provide leadership, direction, and oversight to the Public Works Operations Division, including infrastructure maintenance, budgeting and capital projects, facilities and grounds maintenance, environmental initiatives, safety programs, and asset management. Responds to and interacts with residents, employees, consultants, contractors, vendors and others within and outside the organization. Attend public meetings, as required, as well as relevant professional development workshops and seminars. Works under general supervision of the

Director, with considerable latitude for the use of initiative and independent judgement. This position also assists the Director with special assignments and projects requiring research, analysis and written recommendations and observations along with independent judgement and making managerial decisions with considerable consequences.

The weekly work schedule is normally, Monday through Friday, 7:00 a.m. – 3:00 p.m. but may be altered or extended in the event of emergency, personnel shortage or workload. Work is required on some Saturdays, Sundays, and holidays. The successful candidate shall be able to demonstrate an ability to work both independently as well as in a team environment. Position may be required to work nights, early mornings, weekends, and/or holidays as needed and on short notice.

Minimum Qualifications

- An associate's degree from an accredited college in construction management, project management, or a closely related field of study is preferred.
- A minimum 3 - 5 years of professional progressive supervisory experience in a Public Works environment is required.
- Knowledge of maintenance and safe operation of equipment used by Public Works Department. Knowledge of regulatory agencies: OSHA, DOT, IDOT, etc.
- Knowledge of the operation, services and activities specific to municipal water treatment/distribution and wastewater treatment and sewer collection systems.
- A valid commercial driver's license (Class A or B with air brake endorsement) is required.
- Proficient in basic computer skills.
- Ability to work effectively with the general public.
- Ability to work without direct supervision.
- Ability to communicate in oral and written form.
- Ability to understand and follow directions.
- Ability to establish and maintain effective working relationships with all Village employees.

How to Apply

The employment application can be found at [https://eastdundee.net/how do i/apply for/index.php#outer-19](https://eastdundee.net/how_do_i/apply_for/index.php#outer-19). Qualified candidates should submit a completed employment application, cover letter and resume to hr@eastdundee.net with the following subject line: VOED – Superintendent of Operations. Position opened until filled with priority consideration given to applications submitted on or by May 8, 2026. **Please do not mail application and no telephone calls or emails.**

The Village of East Dundee is an Equal Opportunity Employer.