Now accepting applications for the position of

FULL-TIME
WATER POLLUTION CONTROL FACILITY (WPCF) DIVISION MANAGER
The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.

Village Government

The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.
The Village of Glendale Heights has a position available for a Water Pollution Control Division Manager in the Public Works Department.

This position performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of the municipal wastewater treatment systems, equipment and facilities and works under the general supervision of the Public Works Director.

Oversees the operation and maintenance of the wastewater treatment plant to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state or Federal regulations. Plans, schedules and implements construction, maintenance, and operation activities designed to provide quality wastewater treatment service for the Village; oversees construction and maintenance work to determine acceptability and conformance to standards.

Supervises the installation, maintenance and repair of all systems for the wastewater treatment facility. Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Operates equipment and machinery used in the treatment process such as pumps, aerobic digesters, blowers in aeration tanks, and disk filters; adjusts return rates and air rates; disinfects plant effluent and releases treated water to receiving stream; supervises the contractual sludge removal from the treatment process.

Monitors the wastewater treatment process in accordance with all applicable laws, ordinances and Environmental Protection Agency (EPA) Regulations; inspects machinery, equipment and control panels for defects; measures the rate of flow of effluent water through the treatment plant; adjusts the treatment process when laboratory analysis detects problems.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of wastewater treatment facilities. Advises Director in matters relating to division activities; provides information to various civic, school and public groups and individuals regarding wastewater facility problems and services.

Compiles and submits all required records and reports to the Public Works Director; prepares monthly, semi-annual, quarterly and annual EPA reports, daily activity records and equipment repair records.

This position will be part of the Snow Command Management Team for the Department.

Must have graduated from a four year college or university with a degree in environmental science, public health, civil engineering, public administration or a closely related field; and ten (10) years of experience relating to the construction, repair and maintenance of wastewater collection and treatment systems including the operation of related maintenance equipment, or any equivalent combination of education and experience.

Must have a valid Illinois State driver’s license and proper CDL certifications or ability to obtain one within 6 months from date of employment. Also, an Illinois Class 1 Waste Water Treatment Works Operator’s Certificate, or ability to obtain one within six (6) months.
Compensation & Benefits

Salary range $93,184 to $110,614, commensurate with qualifications and experience. The Village of Glendale Heights offers a generous benefit package. This is a full-time, non-exempt position.

How to Apply

To apply, please fill out an application online at:
https://www.glendaleheights.org/administration/hr.asp

And submit letters of interest, resume and application to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

Employees are required to have their permanent residency within a 15-mile radius of the Village, unless an exception is approved by the Village Administrator.