



AGENDA ITEM # 19

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
April 25, 2022**

Item Title: **Public Works Organizational Alignment**

Staff Contact: Karen R. Young, P.E. Public Works Director

VILLAGE BOARD ACTION

Discuss staff's recommendations on modifications to the Public Works organizational structure.

Executive Summary:

The Public Works Department has continued to implement previously approved recommendations to address operational readiness, succession planning and restructuring of roles and positions within the Department to increase efficiency and better align with service expectations and staffing levels to provide quality services to the community. Thus far in 2022, 5 long tenured employees will retire by the end of May. Based upon these retirements and other job market challenges, the Department constantly evaluates staffing needs and opportunities to better align with the expectations of the community, internal Village customers as well as overall operational readiness for future retirements, workforce training, and safety programs.

To meet the current and future needs noted above, staff is recommending the following modifications to the organizational structure, which does not increase the authorized strength within the Department:

- Keep the Senior Civil Engineer position vacant as we've been unable to fill the position.
- Hire a summer Engineering Intern.
- Add a Public Works Manager that will oversee our Fleet & Facilities Division, safety programs, training programs, new CDL requirements and other special projects.
- Reallocate existing authorized staffing within the Wastewater Division.

Implications:

Is this item budgeted? Yes, the Fiscal Year 2022 budget has sufficient funding to cover costs associated with the recommended modifications to the organizational structure.

Any other implications to be considered?

Attachments:

Organizational Chart

Village of Roselle PUBLIC WORKS DEPARTMENT

PROPOSED CHANGES NOTED IN YELLOW

