



City of Naperville  
Employment Opportunity

<b>Job Title:</b>	<b>Project Manager – Public Works Infrastructure &amp; Restoration (9020)</b>
<b>Closing Date:</b>	When filled
<b>Salary:</b>	\$87,936.35 – \$96,729.99 per year
<b>Job Type:</b>	<input type="text"/>
<b>Location:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>

**Job Description:**

The City of Naperville's Public Works Department is currently seeking a Project Manager to manage contracted public works projects and services related to municipal infrastructure maintenance, restoration, and right-of-way improvements. The Project Manager plans, organizes, coordinates, and reviews the work activities associated with the City's streetlight maintenance and landscape restoration programs. Additionally, the PM oversees project schedules, contract compliance, budget administration, and coordination with contractors, residents, utility companies, and other City departments to ensure efficient delivery of public services and infrastructure improvements.

**The anticipated hiring range for this position is \$87,936.35 – \$96,729.99 per year, commensurate with credentials and experience. The Pay Grade for this position is E245. For additional information, please [click here](#).**

**Responsibilities:**

- Supervises, reviews, coordinates, prioritizes, and monitors the work of the City's streetlight maintenance and landscape restoration contracts and related public infrastructure improvement projects.
- Coordinates with utility providers, contractors, engineering staff, and other City departments regarding streetlight repairs, outages, underground utility conflicts, and restoration activities.
- Conducts field inspections of streetlight systems, restoration work, parkways, sidewalks, and public rights-of-way to ensure compliance with contract specifications, safety standards, and municipal regulations.
- Monitors contractor performance, reviews project schedules, and ensures timely completion of maintenance and restoration activities throughout the City.
- Prepares cost estimates, bid documents, specifications, and contract recommendations for public works maintenance and restoration projects.
- Monitors contract budgets and tracks expenditures. Reviews invoices and authorizes payments for contracted services and project work.
- Prepares, maintains, and monitors service request and work order information utilizing the City's asset management and work order systems, including Cityworks or similar software platforms.
- Responds to resident inquiries, complaints, and requests related to streetlight outages, restoration work, landscape repairs, and public right-of-way conditions.
- Coordinates emergency response activities associated with damaged streetlights, utility restoration, and contractor response efforts.
- Conducts project meetings with contractors, utility representatives, consultants, and City staff to review project progress, operational issues, and corrective actions.
- Researches, prepares, and administers grant applications and funding opportunities related to public infrastructure improvements, energy efficiency, and streetscape restoration initiatives.
- Demonstrates continuous effort to improve operations, streamline work processes, enhance interdepartmental coordination, and provide responsive customer service to residents and stakeholders.
- Performs all other duties as assigned.

**Qualifications:**

**Required**

- A Bachelor's Degree in Civil Engineering, Construction Management, Project Management, Public Administration, Urban Forestry, Landscape Architecture, or a related field.
- Three (3) years of experience leading and/or directing projects (or similar).
- A valid State of Illinois driver's license.

**Preferred**

- Project Management Professional (PMP) certification.
- Knowledge of operations used in Streetlight Maintenance and Landscape Restoration.
- Knowledge of relevant ordinances and regulations.

**Additional Information:**

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

**APPLY ON-LINE AT:**

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

**THE CITY OF NAPERVILLE IS AN E. O. E.**

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.