

EDUCATIONAL BACKGROUND

University of Missouri at Rolla – Rolla, Missouri – BS Degree in Civil Engineering

Carbondale Community High School – Carbondale, Illinois

PROFESSIONAL EXPERIENCE

Public Works Director & City Engineer – City of Carbondale, Illinois

April 2011 to Present. Responsible for the administration, management, oversight, coordination, and daily operations of the City of Carbondale's Public Works Department; which is a conglomeration of 18 distinct divisions with a total annual operating budget of \$13.4 million (about 33% of the total City Budget) and 80 regular and approximately 24 part-time employees (85 full-time equivalent employees). Responsibilities include: engineering services and community investment program (CIP); motor fuel tax (MFT) operations; water and sewer treatment, distribution/collection, maintenance, and meter reading; water source (lake) and testing laboratory operations; building and property maintenance; street maintenance; traffic control operations; refuse, recycling, and landscape waste collection; cemetery and forestry operations; and equipment maintenance operations. Duties include: development and implementation of departmental policy and city code as related to public works; administration of all public works operations; management of personnel, union contract negotiations, and implementation of associated policies; budget development and oversight; prepare and present reports for/to the City Manager, City Council, and other city divisions. Duties also include acting as the City Engineer and performing tasks such as: CIP budget development which varies from \$2 to \$9 million; design, construction, and oversight for all City construction projects; review and approval of private development throughout the City. Effectively, positively, and tactfully interact, communicate, and work with the general public, peers, subordinates, co-workers, contractors, developers, consultants, and others on a daily basis.

Maintenance and Environmental Services Manager – City of Carbondale, Illinois

July 2006 to April 2011. Responsible for the management, oversight, coordination and daily operations of the City of Carbondale's Maintenance and Environmental Services (MES) Division, including the following Public Works Divisions: Street Maintenance, Refuse & Recycling Collection, Cemeteries, Forestry, and the City Garage. Supervise and manage a diversified staff of approximately 35 union and non-union personnel to carry out and implement the services, policies, and goals of the City of Carbondale. Prepare, oversee, and implement budgets and the City's MFT maintenance programs. Insure that costs and spending are kept to a minimum while maintaining a high level of service to the general public. Direct and oversee work, and insure that supervisors and personnel are implementing the missions of the various departments while upholding the goals and policies of the City. Prepare and review payrolls, employee evaluations, and leave requests. Manage all aspects of employees including: education, enforcement of City and union personal policies, scheduling and approving overtime, resolving inter-employee issues, reviewing union employee grievances, issuing reprimands, recognizing achievements, developing and implementing department policies and coordinating work. Responding to emergency situations, maintenance, and public safety hazards 24 hours a day. Work closely with and resolve concerns and complaints from the general public about safety hazards and the day to day operations of the MES departments.

Director of Civil Engineering – Asaturian Eaton & Assoc. P.C., Carbondale, Illinois

November 1996 to July 2006. Responsible for the management and operation of the Civil Engineering Department and staff; as well as the design, estimating, bidding, and construction observation of all civil engineering and municipal projects. Prepare plans and specifications for projects; coordinate, assign tasks, and review work of support staff including: engineers, surveyors, CAD and engineering technicians and other office personnel. Work with and effectively and tactfully communicate with clients, contractors, the general public, design professionals, public officials, and regulating bodies on a daily basis. Preparation of feasibility studies, population studies, traffic studies, preliminary/budget estimating, MFT maintenance programs, and the like. Interpretation of legal descriptions and City, State, and Federal Codes, interpretation and coordination of plans

and specifications prepared by other architects and engineers and review and approval of shop drawings and submittals. Acquire new clients and jobs; prepare presentation materials and keep accurate records and job files; prepare professional contracts, fee estimates, and bills; and operate and maintain the computer, internet, networking, server and job storage, and software and CAD systems for the company as a whole.

Civil Engineer – City of Carbondale, Carbondale, Illinois

January 1994 to November 1996. Responsible for preparation of construction plans and specifications, estimating, field work and surveying, resident engineering, documentation of quantities, preparation of pay estimates, review of shop drawings, and other tasks as necessary for various City infrastructure projects. Aided in preparation of CIP programs, budgets, estimates, and descriptions; reviewed plans submitted to the City for conformance to City Standards; helped prepare and maintain the records of the City Engineering Department including water and sewer atlases, subdivision and site plans files, annexation plats and the City Map, and worked and communicated effectively orally and in writing, with other staff, departments, contractors and the general public. Helped setup the computer, CAD, and networking systems for the Engineering Department.

COMPUTER SKILLS

Extensive and proficient software experience with: AutoCAD Land Development Desktop and Civil Design and Surveying Modules, Microsoft Office (Word, Excel, PowerPoint), Word Perfect, Lotus 123, Eudora, Adobe Acrobat Professional, GEMS Financial Management, Retain Pro, Auto Turn, Hydraflow Hydrographs, Hydraflow Storm Sewers, TR55, HEC-RAS, HEC-HMS, ARC View, Highway Capacity Software, various other engineering design packages, graphics and multimedia applications, Internet applications, Windows operating systems including: Windows NT, 2000, XP, 2000 Server, and 2003 Server products. Hardware components including: personal computers, hubs and switches, firewalls, tape backups, servers and storage, etc.

DESIGN CODE AND REGULATION KNOWLEDGE

Manual on Uniform Traffic Control Devices (MUTCD); Highway Capacity Manual (HCM)
Federal American with Disabilities Act (ADA) and Illinois State ADA design codes
Illinois Environmental Protection Agency (IEPA); Illinois Department of Transportation (IDOT)
Federal Highway Administration (FHWA); Highway Capacity Manual (HCM)
American Association of State Highway and Transportation Officials (AASHTO)
Asphalt Institute (AI); American Concrete Association (ACI); International Building Code (IBC)
United States Army Corp of Engineers (USACE); Illinois State Capital Development Board (CDB)
National Electrical Code (NEC); Illinois Department of Natural Resources (IDNR)

PROFESSIONAL ORGANIZATION and CIVIC INVOLVEMENT

Licensed Professional Engineer in Illinois: #062-053729
Director at large for the International Municipal Signal Association (IMSA), Midwest Section
Treasurer for the American Public Works Association (APWA), Shawnee Branch
2010 Graduate of the Illinois Public Service Institute (IPSI)
American Society of Civil Engineers (ASCE); Institute of Traffic Engineers (ITE)
National Society of Professional Engineers (NSPE); Illinois Society of Professional Engineers (ISPE)
American Concrete Institute (ACI)
Missouri SAVE Coalition Certified Emergency Response Inspector
Certified State of Illinois Capital Development Board (CDB) Project Manager
Chairman of the Site Support Team for the Little Grassy United Methodist Camp
Eagle Scout, Boy Scouts of America (1988)

ACTIVITIES, HOBBIES and OTHER SKILLS

Family activities, hiking, camping, gardening and other outdoor activities; construction, carpentry, electrical and plumbing work; computer and networking management; heavy equipment operation; volunteer work; vehicle repair and restoration; and competition barbequing.