

Gary R. Gramhofer

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CAREER OBJECTIVE: After a successful career in the public sector I am looking for a challenging career in the private sector.

EXPERIENCE

June 30, 2015 to Present: **USABlueBook**, *Technical Support Specialist*. Partner with sales to provide expertise and answer questions regarding products and services. Demonstrate how product/services can solve customer issues and create sales and opportunities. Develop strategic relationships with vendors. Promote and reinforces business image as a total solutions provider. Nature of work requires increasing independence; receive guidance only on unusual complex problems or issues. Provide general guidance/direction to or train junior level support personnel or professional personnel. Provide product quotes on special order items. Provide product troubleshooting advice for products such as pumps, valves, hydrants and sewer collection systems.

April 9, 2012 to December 19, 2014: **Village of Round Lake Beach Public Works Department**, *Public Works Director*. Position oversees 19 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure. Put together bid documents for street sweeping, mowing of Village properties, janitorial services, snowplowing, and capital items as required. Responsible for determining major departmental policies, planning long-term programs, resolving difficult administrative problems, and presentations to the Village Board. Position reports directly to the Village Administrator. Duties of this position are carried out with wide latitude, judgment, and discretion.

September 2, 2011 to April 9, 2012: **Village of Round Lake Beach Public Works Department**, *Interim Public Works Director*. Position oversees 20 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure. Put together bid documents for street sweeping, mowing of Village properties, janitorial services, snowplowing, and capital items as required. Responsible for determining major departmental policies, planning long-term programs, resolving difficult administrative problems, and presentations to the Village Board. Position reports directly to the Village Administrator. Duties of this position are carried out with wide latitude, judgment, and discretion.

September 2, 2008 to September 2, 2011: **Village of Round Lake Beach Public Works Department**, *Assistant Public Works Director*. Position oversees 20 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Provide support to the Public Works Director and assume the Director's responsibilities in his absence. Assist the Director with special projects, perform management analysis and conduct research, budget preparation, and capital planning.

August 2003 to April 2008: Village of Gurnee Public Works Department, Director of Public Works. Position oversees 34 employees in three divisions; street, utility, and vehicle maintenance. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure. Put together bid documents for street sweeping, mowing of Village properties, fuel, and capital items as required. Responsible for determining major departmental policies, planning long-term programs, resolving difficult administrative problems, and presentations to the Village Board such as the departmental budget. Position required the transition from non-union employees to union employees in August of 2003. Assisted the Village Labor Attorney and the HR Director in negotiating two union contracts. Position reports directly to the Village Administrator. Duties of this position are carried out with wide latitude, judgment, and discretion.

1984 to 2003: Village of Gurnee Public Works Department, Utility Superintendent. Responsibilities include supervision, administration and operation of the Utility Division. Assignments include planning, organizing, and directing the maintenance, repair, and monitoring of pump stations, water mains, storage facilities, water meters, and associated field services to provide quality potable water. Train employees in operational procedures of the Utility Division. Respond to customer concerns, oversee the safety of personnel, and assist in budget formulation and monitoring. Ensure compliance with all federal, state, and local potable water regulations and reporting requirements.

PERSONAL SKILLS

Excellent supervisory, organizational, and problem solving skills. Excellent written and oral communication skills, self-motivated worker, ability to work well with others.

COMPUTER SKILLS

Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Financial software

OTHER TRAINING

- Attended the 44th Annual Allerton House Conference for Water Utility Management in October of 1995
- Confined Space Entry
- Trench Shoring
- Incident Investigation
- Attend local and national association seminars and conventions to keep current on issues and products that affect municipalities
- Meet the required 30 hours of continuing education every three years as required by the Illinois Environmental Protection Agency for renewal of Class A Water Operator's License
- Nuts and Bolts of SCADA Systems
- Practical Methods to Control Fats, Oils, and Grease in Sanitary Sewer Systems

EDUCATION

Bachelor of Science Degree in Business Administration from Columbia College of Missouri

ACCREDITATIONS

- Illinois Class A Potable Water Operator's License
- Illinois EPA Cross-Connection Control Device Inspector
- Member of the Sigma Beta Delta National Honor Society

AWARDS RECEIVED

- 2002 Illinois Potable Water Supply Operators Association Operator of the Year.
- Award of Merit from the American Public Works Association Chicago Chapter March 17, 1994, which recognizes exceptional service to the Public Works profession

PROFESSIONAL MEMBERSHIPS

- Planning & Zoning Commissioner for the Village of Volo, Illinois 1/20/2015 to Present
- North Suburban Water Works Association. Served as Secretary/Treasurer 1992 and 1993; President 1994. Served as Program Chairman 1992 to 2003
- American Water Works Association
- Illinois Section AWWA
- Illinois Potable Water Supply Operators Association
- American Public Works Association