

ENGINEERING AND PUBLIC WORKS DEPARTMENT MONTHLY REPORT

APRIL 2026



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING



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ENGINEERING AND PUBLIC WORKS DEPARTMENT

Director: Michael Hall

Description

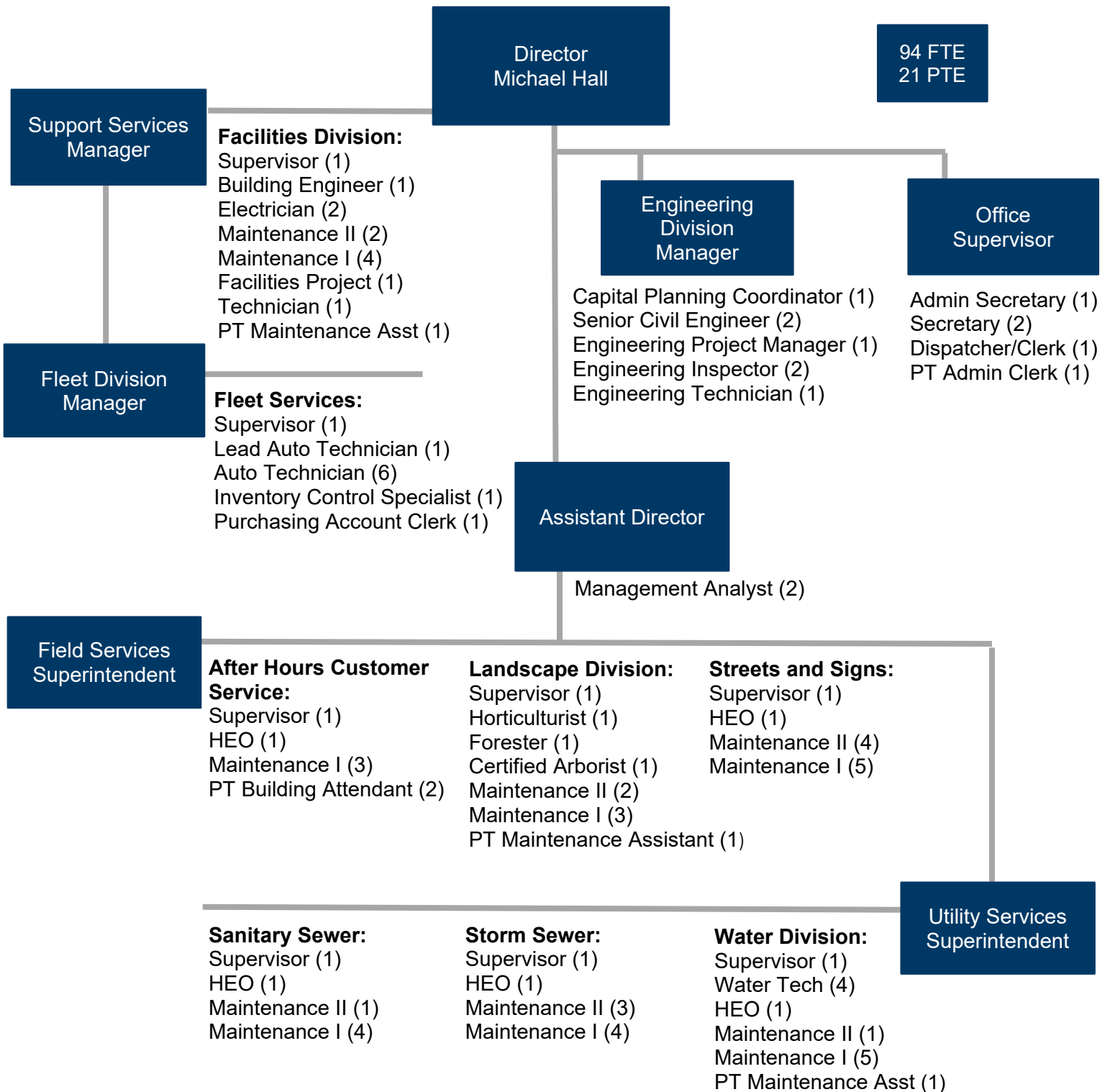
The Engineering & Public Works (EPW) Department was created by the Village of Schaumburg in 1974 and is administered by the Director of Engineering & Public Works who is appointed by the Village Manager. It is the responsibility of the department to successfully manage the village-owned infrastructure systems, village-owned facilities, and equipment.

The department's mission and primary function is to provide high-quality, cost-effective service to both our internal and external customers. In order to meet this goal, the operating function responsibilities of the department are assigned to five groups. Each group is under the direction of a superintendent or manager whose responsibilities include quality inspection, workload scheduling, contract management, and PR/customer service. Each group supervisor is responsible for coordinating the personnel and equipment resources of their respective divisions.

- **Facilities Division:** Under the direction of the Support Services Manager, this division manages the implementation of a variety of capital and operational projects related to village facilities. Building Maintenance and Electrical Division (provides electrical, lighting, repair and maintenance services to all village-owned buildings).
- **Fleet Division:** Under the direction of the Fleet Division Manager, this division ensures that operating departments receive vehicles, equipment, and material support essential for the performance of responsibilities. Fleet Maintenance Division (provides repair and maintenance services to all village-owned vehicles).
- **Field Services:** Landscape Division (provides services to maintain the village's urban forest, shrubbery, and beautification); Streets and Signs Division (provides street and sign maintenance for village roadways); Customer Service Division (provides extended hours of customer service from 2:30 p.m.-11:00 p.m.).
- **Utility Services:** Storm Sewer Division (provides services to ensure proper storm water drainage throughout the village); Sanitary Sewer Division (provides service to sanitary sewers); Water Division (provides services to ensure the continuous distribution of safe drinking water throughout the village).
- **Engineering Division:** Under the direction of the Engineering Division Manager, this division is responsible for planning and directing the implementation of public improvement projects including the village's annual street resurfacing and reconstruction program.



Organization Chart





Engineering Division

Under the direction of the Engineering Division Manager, this division is responsible for planning and directing the implementation of public improvement projects including the village's annual street resurfacing and reconstruction program.

Capital Improvement Project Updates

[Link to explanation of the village's current construction projects.](#)

Facilities Division

Under the direction of the Facilities Division Manager, this division oversees all repair, maintenance, and electrical services to all village owned buildings including, but not limited to Village Hall, five fire stations, Public Safety Building, Engineering and Public Works, Prairie Center for the Arts, Schaumburg Regional Airport, the ballpark, and numerous utility buildings. Electrical maintenance also includes streetlights and traffic signals, as well as area lighting, and parking lot lighting. The division also manages the implementation of a variety of capital and operational projects related to village facilities.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. Electrical Remodel/Install – 106.50 Hours
2. Streetlight Investigation – 62.00 Hours
3. Electrical Repair and Maintenance – 36.00 Hours
4. Contract Management – 31.00 Hours
5. General Facility Maintenance – 19.00 Hours

Key Division Highlights This Month:

- Upgrade of Boomers Stadium concourse lighting.
- Installation of noise prevention sound paneling in the senior center of the Barn.
- Streets division shop area remodel.

Fleet Services Division

Under the direction of the Fleet Division Manager, this division ensures that operating departments receive vehicular, equipment, and material support essential for the performance of responsibilities. Fleet Services oversees all maintenance and repair on all village owned vehicles and manages the vehicle replacement process.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. 123 Repair Orders w/ 233 Tasks
 - a. EPW – 70 Service Entries and 125 Tasks
 - b. Police – 34 Service Entries and 60 Tasks
 - c. Fire – 19 Service Entries and 48 Tasks
 - d. Transportation – 0 Service Entry and 0 Tasks
2. Top 3 Group Assemblies
 - a. Preventative Maintenance – 28 Tasks
 - b. Lighting System – 14 Tasks
 - c. Tires – 10 Tasks



3. Scheduled vs Non-Scheduled
 - a. Scheduled – 54 Repair Orders
 - b. Non-Scheduled – 60 Repair Orders
 - c. Emergency – 9 Repair Orders
4. Stock vs Non-Stock Disbursements
 - a. Stock Disbursements – 214
 - b. Non-Stock Disbursements – 81
 - c. 62% of Disbursements were from stock.

Customer Service Division

Under the direction of the Field Services Superintendent, and directed by the Customer Service Division Supervisor, this division provides service to the community by providing extended hours of customer service until 11:00 PM, turning water on/off for water billing, water main break investigations, sanitary investigations, dead animal disposal, sidewalk grinding, street banner maintenance, and utility locates.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. Banner Inspect/Repair/Change – 57.00 Hours
2. Recycling Events – 46.50 Hours
3. Sidewalk Trip Hazards – 43.00 Hours
4. Dead Animal Removal – 30.00 Hours
5. Adopt-a-Highway – 29.50 Hours

Key Division Highlights This Month:

- Hosted the document destruction event attended by 535 vehicles and the community recycling event attended by 1539 vehicles.
- Started install of new 90N banners to promote the summer events.
- Bi-annual cleaning done for the floors and exterior windows on all buildings.

Landscape Division

Under the direction of the Field Services Superintendent and directed by the Landscape Division Supervisor, this division provides services to the community by maintaining the village's urban forest, managing the EAB plan, mulch program and brush collection, and conducting preservation and beautification of the village's open spaces.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. Median Snow Fence Removal – 166.75 Hours
2. Mulch Delivery – 140.50 Hours
3. Landscape Installation – 99.75 Hours
4. General Grounds Maintenance – 90.50 Hours
5. Tree Planting – 73.50 Hours

Key Division Highlights This Month:

- Staff began Spring Brush Pickup, completing red and green sections of town.
- Mulch deliveries began, completing over 140 deliveries in April.
- Sectional pruning was completed by the Village contractor.
- Forestry intern began updating the tree inventory.



Streets & Signs Division

Under the direction of the Field Services Superintendent and directed by the Streets & Signs Division Supervisor, this division provides street maintenance services to the community by pothole patching, grinding, and paving village roadways. The sign maintenance services provided include the installation, repair and maintenance of roadway signs and the repair and maintenance of roadway markings within the village's rights-of-way.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. Pothole Patching – 179.00 Hours
2. Sign Manufacture – 159.50 Hours
3. Vehicle/Equipment Maintenance – 151.00 Hours
4. Recycling Events – 134.50 Hours
5. Street Restoration – 101.00 Hours

Key Division Highlights This Month:

- Continued proactive pothole patching.
- Completed end-of-year snow equipment maintenance/change over.
- Replaced 85 Speed Limit/No Parking Signs.
- Completed Asphalt Restorations due to off-season utility excavations.

Sanitary Sewer Division

Under the direction of the Utilities Superintendent, and directed by the Sanitary Division Supervisor, this division is responsible for all maintenance and repairs to the village's sanitary sewer collections system. The division's responsibilities include cleaning, televising and repairing of manholes, sanitary force main, and sanitary sewer main.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. Sanitary Services Requests – 131.00 Hours
2. Sanitary Main Line CCTV – 123.25 Hours
3. Sanitary Lift Station Alarm Response/Lift Station Maintenance – 99.50 Hours
4. Sanitary Main Line Cleaning/Heavy Cleaning/Root Cutting – 97.75 Hours
5. SL-RAT Inspections – 57.00 Hours

Key Division Highlights This Month:

- Assisted with spring recycling event.
- Continued with SL-RAT inspections.
- Assisted the Storm Sewer Division with the televising of storm sewers.



Storm Sewer Division

Under the direction of the Utilities Superintendent, and directed by the Storm Sewer Division Supervisor, this division is responsible for all repairs and maintenance to the village's storm water collection system. The division is also responsible for managing the Joint Utility Locating Information for Excavators (JULIE) program for the village. Throughout the year, priorities change between these functions and others such as creek clearing, flooding prevention, illicit discharge inspections, and various other tasks.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. JULIE Locates (1,662 Locates) – 727.00 Hours
2. Hot Spot Inspections – 131.50 Hours
3. Storm Structure Service Request – 35.00 Hours

Key Division Highlights This Month:

- Managed the gravel and debris hauling contract.
- Assisted Water Division with water main break repair.
- Completed goal for Annual Catch Basin Cleaning.
- Successfully audited by Illinois EPA for MS4 Program
- 3 Members of the division recertified their drone certificates with the FAA.

Water Division

Under the direction of the Utilities Superintendent and directed by the Water Division Supervisor, this division is responsible for providing residential and commercial users with a supply of safe, clean water that is of the highest quality. The division's responsibilities include repairing and maintaining water meters, water main, mainline valves, fire hydrants, reservoirs, pumping stations, and Sanitary Lift Stations.

Top 3-5 Activities This Month Based on Hours and/or Units:

1. B-Box Repairs – 186.50 Hours
2. Water Billing – 179.75 Hours
3. Water Main Break – 174.50 Hours
4. Valve Repairs – 128.00 Hours

Key Division Highlights This Month:

- Generator at Station 12 has been completed.
- Contractual Valve Replacement has been completed. We have been able to replace critical large diameter valves throughout the Village.
- The Village earned the Water Ambassador Award from ISAWWA at WaterCon.
- New pumps, motors, VFDs, and flow meters at Station 2 have been completed.
- Re-design of the Athena Pumps station from Stand & Acs has been completed. We received new plans and design specs for the future project.