

Matt E. Overeem

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EDUCATION:

Master of Public Administration, Roosevelt University, 1996

Bachelor of Arts – Joint Degree Geography and Urban Studies, Northwestern University, 1988

Certificate in Geographic Information Systems, Ferris State University, 2002

Certificate in Digital Electronics & Microprocessor Technology, Control Data Institute, 1983

Certificate in Construction Management, Oakton Community College, 2008

EXPERIENCE:**Superintendent of Public Works**

Village of Mount Prospect, Mount Prospect, Illinois

December 2004 – current

- Responsible for multi-year, multi-million dollar capital public works rehabilitation project.
- Prepared analysis for capital projects for consideration of multi-year rehabilitation project.
- Created uniform standards for street lighting, water and sewer construction and repair.
- Administered contracts, prepared specifications and contracts for capital projects.
- Worked and collaborated with all types of professionals.
- Administered day-to-day operations and maintenance of municipal water distribution, sanitary sewer collection and street lighting system for a village with an average daily population of 60,000 residents with 24/7 operations.

Director of Building and Grounds

Niles Township High School District 219, Skokie, Illinois

October 2000 to July 2004

- Act as owner rep for \$115 million, 4 year capital construction and rehabilitation project. Project was on-time and within budget.
- Administered and coordinated day-to-day building operations, maintenance and custodial services of 1.2 million square feet of buildings on three campuses with daily population of 6,000 students, faculty, staff and guests.
- Prepared and administered annual budget of approximately \$10 million; \$7 million for operations and maintenance, fleet services and approximately \$2 million for Life Safety/Tort Fund work.
- Administered and coordinated in-house support staff of 24 FTE and contract cleaning staff of 35 FTE for facility maintenance.
- Work with Union Representatives and Human Resources on personnel issues.
- Created centralized in-house call center and expanded the use of web-based work system for custodial, maintenance and facility requests.

Director of Public Works, Planning, Building and Zoning Administrator

Village of South Elgin, South Elgin, Illinois

June 1998 – May 2000

- Oversaw public works daily operations, including bid preparation, procurement for variety of goods and services.
- Managed annual budget for goods and services of approximately \$3 million. Not including capital budget.
- Acted as Department Head for Public Works, Water and Sewers, Building, Planning and Zoning, Permitting Departments during period of intense residential and commercial development.
- Create long-term capital plan for water and sewer improvements. Winner of APWA small projects award for storm sewer renovation project.
- Assisted with design development and permitting of multiple projects of all types.
- Worked with regional. County and state agencies for traffic, storm water and access issues.

Area Field Manager /Project Manager

ETAK, The Digital Map Company

Oakbrook, Illinois and Menlo Park, California

June 1995- March 1998

- Administered teams of traveling geographers who digitally mapped 13 Midwestern states.
- Maintained and supervised field staff and field offices in St. Louis and Minneapolis with base of operations located in Chicago Metro area.

Interim period – completed Master Degree

Superintendent of Public Works – Administration

Village of Lincolnshire, Lincolnshire, Illinois

1988 – 1994

- Administered public works contracts for public infrastructure.
- Inspected and managed developer and contractor compliance with local and state requirements and specifications.
- Performed field inspections of public improvements ranging from utilities, streets, sewers and other public improvements.
- Began as Project manager to monitor commercial development in growing north shore community.
- Responsible for right of way and intersection improvements.
- Maintained contracts and developer construction accounts.
- Assisted with design of TIF District and Village Hall/ Police Station

Construction Inspector/ Civil Engineering Intern

Village of Wilmette, Wilmette, Illinois

May 1987 – May 1988

Training, Certifications or other Continuing Education

FEMA NIMS 100, 200, 700 training

ICMA, IASBO, APPA, APWA, AWWA, FEMA, DHS workshops or correspondence in purchasing, public administration, construction inspection, construction law, contract law

Certified Building Operator I, November 2006

Illinois EPA Water Operator Class C and D