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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRENT EICHELBERGER, VILLAGE ADMINISTRATOR  
ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS  
BRAD MERKEL, DEPUTY DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** DISCUSSION: PUBLIC WORKS STAFF REORGANIZATION  
**AGENDA:** SEPTEMBER 6, 2022 REGULAR BOARD MEETING  
**DATE:** SEPTEMBER 2, 2022

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**ISSUE**

Should the Village reorganize the Public Works Department by eliminating the Deputy Director position through attrition and creating an Engineer position.

**DISCUSSION**

Public Works Director Speciale has announced a retirement date of January 31, 2023. The succession plan is to promote the Deputy Director of Public Works to Director of Public Works. Staff has determined it would be beneficial for the Village to fill the vacant Deputy Director position with an Engineer, eliminating the Deputy Director of Public Works position. The Village currently contracts out all engineering consulting, design, and construction management services. This new position would have a significant amount of autonomy and be responsible for coordinating the engineering and construction services for all public works projects in the Village. The Engineer will recommend consultants for various projects, coordinate request for proposals or bids, review project designs and oversee the bidding and construction management services of consultants. The Engineer would report to the Director of Public Works. Village Staff have developed a job description and list of duties the engineer will perform, please see the attached. Creating this position will not eliminate the use of contractual engineering services. This does not represent a deficiency in our current Contractual Arrangement for Engineering Services, but an increased benefit to the Village with the availability of a full-time staff member.

A few examples of projects that an Engineer can assist the Director on are the Annual Road Program, Public Right-Of-Way Accessibility Transition Plan, ROW Permit Processing, Drainage Concerns, ITEP Grant Management, Blackberry Creek Pedestrian Bridge and Path, STP Grant Management, Illinois Route 47 Widening Project impacts on the Village to name a few.

## **COST**

The total salary and benefits cost for the proposed Director and Engineer positions will be less than the combined costs for the current Director and Deputy Director positions. Estimated total salary and benefit costs for the Engineer position are \$159,518. The Engineer salary and benefits are expected to be split 50/50 between the General Fund and the Utilities Fund.

While the proposed reorganization will result in an ongoing savings in the General Fund, the significant savings will be in the Capital Fund as contractual engineering cost reductions in that fund are estimated up to \$100,000 in a typical year.

There will be contractually obligated separation costs with the retirement of the current Director. Staff anticipates some overlap of the new Engineer with the current Director. These impacts will likely result in expenses above budget in the related salary and benefit accounts of the General Fund in FY 2022-23, however, YTD performance in the GF has been better than budgeted, resulting in an anticipated overall FY 2022-23 GF surplus with the reorganization.

## **RECOMMENDATION**

The Village Board direct staff to proceed with the Reorganization and hiring of an Engineer.

**Position Title:** Village Engineer  
**Department:** Public Works  
**Reporting Structure:** Director of Public Works  
**FLSA Status:** Exempt  
**Salary Range:** \$93,860 - \$128,126



### **Job Summary & General Purpose**

Performs a variety of engineering work of administrative and technical nature and oversees the daily operations of the Public Works - Engineering Division. This position is responsible for coordinating, planning and directing design and construction engineering for public improvement projects, subdivision development, either through review or supervision of outside consultants, to ensure Federal, State and Local compliance of engineering standards and ensure all plans comply with Village Ordinance and Code.

### **Supervision**

Works under the general supervision of the Public Works Director. Position works in accordance with the applicable statutes of the State of Illinois and local municipal ordinances. Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required. Employee may provide direction to employees within field of expertise. Position may have responsibility for managing contract engineering firms.

**Essential Duties & Responsibilities** – *Essential and other important responsibilities and duties may include, but are not limited to, the following. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to, or extension of the position.*

<b>Tasks</b>	<b>% of Time</b>
Attends staff, departmental and Village Board meetings as required, makes recommendations in field of expertise and presents as necessary.	<b>10%</b>
Provides professional civil engineering services for the Village, including advising departments on engineering-related issues. Manages Village programs and regulatory compliance as assigned, including stormwater management, NPDES, and IDOT.	<b>20%</b>
Works closely with the Community Development Department, reviewing commercial and residential site engineering drawings, plats of subdivision and easements.	<b>10%</b>
Manages long-term and annual capital improvement program, including evaluating needs, developing price projections and managing annual CIP projects. Manages MFT projects and expenditures, as well as grant processes.	<b>20%</b>
Oversees outsourced engineering work, including project assignment, tracking, comment review and compliance with applicable contracts. Manages project documents, including permits, insurance certificates, and letters of credit, including collection, release and tracking.	<b>15%</b>
Manages the Public Right of Ways (ROW), including ROW permits, acquisition of public right of way and easements.	<b>15%</b>
Respond to citizen complaints and concerns relating to drainage, water, sewer, platting and streets.	<b>10%</b>

**Peripheral Duties**

Provides support to other Village departments, as needed.

**Desired Minimum Qualifications****Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Civil Engineering, or related field;

Five to ten years of progressively responsible engineering experience with a strong emphasis on local government projects; and

Any approved equivalent combination of experience and education that provides the required knowledge, skills and abilities.

**Licenses and Certifications:**

A current valid registration as a Professional Engineer in the State of Illinois; and

Valid Driver's License

**Necessary Knowledge, Skills and Abilities:****Knowledge In:**

Civil engineering principles, practices and methods as applicable to a municipal setting; such as but not limited to federal, state, and local regulations pertaining to public and private infrastructure, such as; safe drinking water, storm water management, roads/transportation, environmental/conservation, and sanitary sewer.

Ability to interpret engineering and surveying documents.

All applicable Village policies, Village local ordinances, State and Federal laws, and Rules & Regulations.

Budget development policies and procedures.

Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Village officials and the general public.

Conduct necessary engineering research and compile comprehensive reports.

All necessary computer applications and hardware related to performance of the essential functions of the job.

**Skills In:**

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with the Village Board, internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

### **Special Requirements**

Submit to required Department of Transportation Drug/Alcohol Testing.

Submit to full physical examination as condition of employment

### **Tools & Equipment Used**

Personal computer, including word processing, spreadsheet, and government data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a normal office environment with some exposure to outdoor temperatures or dirt and dust during site visits to construction projects. The incumbent working conditions are typically moderately quiet.

Meetings
KKCOM - 4 Times a Year
KKCOM Sub-Committee - 4 Times a Year
KC Stormwater Management Planning - 1 Time/Yr.
IDOT Meetings - 2 Times a Year until Construction

Other Projects Worked On
Annual MS4 Completion
Dugan Woods Bridge Project
Blackberry Creek Bridge ITEP Grant
STP Projects - Norris Rd. & South Main St.
Safe Routes to School Project ITEP Grant
Rt. 47 Widening Project/Mallard Point
Village-wide ADA Sidewalk Plan
Public Right Away Accessibility Transition Plan
US-30 & Municipal Crosswalk
Snow & Ice Route Map Update