

Position Title: Village Engineer
Department: Public Works
Reporting Structure: Director of Public Works
FLSA Status: Exempt



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.*

Tasks	% of Time
Attends staff, departmental and Village Board meetings as required, makes recommendations in field of expertise and presents as necessary.	10%
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.	20%
Works closely with the Community Development Department, reviewing commercial and residential site engineering drawings, plats of subdivision and easements.	10%
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.	20%
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.	15%
Manages the Public Right of Ways (ROW), including ROW permits, acquisition of public right of way and easements.	15%
Respond to citizen complaints and concerns relating to drainage, water, sewer, platting and streets.	10%

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;

Two or more years of progressively responsible engineering experience with a strong emphasis on local government projects.

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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.