



Job Description

Job Title: Assistant Village Engineer

Department: Public Works

Education Required:

Minimum of Bachelors' Degree in Civil Engineering is required and five years of experience in Public Works construction. Must possess valid Illinois Licensed Professional Engineer.

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion
 Exempt
 Nonexempt

General Description:

Under the direction of the Village Engineer, performs work of unusual difficulty developing, interpreting, assigning, planning, and participating in the operations of the Engineering Division of the Public Works Department.

Essential Functions of the job:

- Develop and interpret municipal standards and principles.
- Manage engineering issues related to the existing or proposed regulation of traffic, experimental or temporary traffic control, traffic safety related to the Village's street network and private development.
- Manage local and regional engineering aspects of the floodplain within the Village.
- Monitor and maintain records of the condition of bridge infrastructure.
- Develop processes and supervise or participate in implementation of design, bidding and construction of capital projects, including streets, utilities, pumping stations, drainage and bridge infrastructure, from conception to completion.
- Research funding options and process necessary grant applications as authorized by the corporate authorities to provide the resources necessary to meet infrastructure improvement needs.
- Prepare or oversee the preparation of plans, specifications and technical reports and calculations.
- Make presentations to Village staff, elected officials and the general public as needed.
- Review construction plans and specifications for private development improvements for the purpose of regulating work on the Village's property, right-of-way, and utilities.
- Serve as the Village's representative for permits issued to the Village or private entities by federal, state, and county agencies, except as otherwise required by these agencies.
- Determine the amount of payment and performance security required for site work on private developments and on Village property and right-of-way; determine final settlement of such security and certify satisfactory completion of improvements.
- Inspect residential lot drainage and sewage facilities and grading, including slopes; review and interpret construction plans and specifications.

- Supervise or complete surveying necessary to construct or verify private development and ensure Village project conforms to requirements.
- Supervises, oversees, and guides Engineering Division staff as assigned by the Village Engineer and has the authority to act in the absence of and exercise the duties and responsibilities of the Village Engineer as necessary.
- Administers the Motor Fuel Tax program.
- Draft revenue and expense budgets for Engineering Division operations and capital projects as directed.
- Processes citizen service requests and complaints; coordinate with various public works crews to process service requests and complaints.
- Acts as liaison to the Traffic Safety Commission as assigned.
- Other duties as assigned

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in materials, equipment and practices employed in street and utility construction and maintenance; preparation of subgrades, paving of streets and alleys and construction of concrete sidewalks, curbs and gutters and other surfaces; the functioning of the water distribution system including hydrants, pumps, valves, meters and taps; roadway and sewer design; traffic engineering standards and applications; project cost estimates and keeping job records; reading engineering drawings relating to construction and maintenance work; establishing and maintaining effective work and public-relations; inspecting public works and utility activities; application of the methods and practices of public works and utility system construction, maintenance and repair; effective personal and public speaking; effective written communications; regional, state and federal project development and procurement processes and policies; county, state and federal regulatory requirements related to traffic, drainage, bridge, water, wastewater, surveying, land development, contracting, bonding, insurance and records-retention; basic risk management, public construction project management. Knowledge, skills and ability to effectively supervise subordinate personnel as assigned.

Supervisory Responsibilities: This position requires supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities. Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction. Maintains and adapts record-keeping system for routine assignments, infrastructure projects, private developments, and perpetually archived records.

Communication – Provides timely and relevant information to stakeholders. Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others. Supports and motivates subordinates.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications:

- Valid Illinois Commercial Driver's License
- Able to respond to emergencies 24- hours a day.
- Ability to read, fill out, and file complaint forms, citation forms, fine print code books, design drawings, specifications, Village ordinance books, technical manuals, and manufacturer's literature.
- Operate most office equipment, motor vehicles, cameras, tape recorder, flashlights, rulers, calculators, computers, surveying equipment, and small hand tools.

Travel: Local travel is required of the position.

Physical Demands:

Ability to reach and lift 20+ lbs; stoop, kneel, and pick up 20+ lbs; crouch and crawl as needed; pull or push 20+ lbs; lift and carry 20+ lbs; climb ladders in excess of five feet but less than 20 feet; have perception and discrimination of color, sound, taste, texture, odor, and form.

Work Environment:

Frequently be exposed to temperature extremes, strong odors or fumes, toxic agents, noise, vibrations, wetness, humidity, dust and varying light conditions.