



POSITION DESCRIPTION

Position Title: Graduate Engineer I

Reports to: Village Engineer

Status: Regular Full-Time; Exempt

Grade: VII

Hours of Work: Primarily regular dayshift office hours, with evening and weekend hours as needed.

Statement of Duties

Position performs duties related to the creation, review and approval of public and private infrastructure within the Village. Professional and technical duties in the planning, organizing and conducting of civil engineering assignments in accordance with best practices and legal guidelines.

Supervision

Works under the direction of the Village Engineer. 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.

Performs highly responsible functions of a complex and technical nature requiring the frequent exercise of judgment and initiative to ensure safe and effective planning and construction of public and private projects. Employee may provide direction to employees within field of expertise. Position may have responsibility for managing contract engineering firms.

Job Environment

Work requires frequent contact with other Village employees, developers, property owners, residents, consultants and contractors, requiring administrative and technical knowledge, and ability to promote and protect the Village's best interests.

Employee frequently directs contractors on desired outcomes and deadlines. Contacts require a high level of technical knowledge, and may require considerable skill in negotiation, resourcefulness and discretion in influencing decisions and behavior of others.

Errors may result in financial loss, interruption in operations and/or exposing others to hazardous situations.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements 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.

Essential Functions

1. Provides technical assistance to the Village Engineer who oversees all civil engineering work for the Village. This includes recommending approval for commercial and residential site engineering drawings, plats of subdivision and easements.
2. Serves as the primary point of engineering contact for developers from application through project close out. Attends Plan Review Group meetings and coordinates all engineering review comments.
3. Provides input and technical assistance in developing long-term and annual capital improvement programs, including evaluating needs, developing price projections and managing annual CIP projects.
4. Oversees outsourced engineering work, including project assignment, tracking, comment review and compliance with applicable contracts.
5. Manages project documents, including permits, insurance certificates, and letters of credit, including collection, release and tracking.
6. Under the responsible charge of the Village Engineer, develops project plans, schedules, and specifications and tracks progress and quality.
7. Manages Village programs and regulatory compliance as assigned, including stormwater management, NPDES, and IDOT.
8. Attends staff, advisory commission, and governing board meetings as required, makes recommendations in field of expertise and presents as necessary.
9. Performs other duties as required.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office and outdoors on loud work sites. Occupational hazards include exposure to outdoor weather conditions, high places, confined spaces, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, and cave-ins. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, and reach with hands and arms while performing duties. Employee frequently lifts up to 10 lbs., occasionally lifts up to 60lbs. Normal vision is required for the position. Equipment operated includes light trucks, automobile, survey equipment, office machines and computers. Valid driver's license is required.

Education and Experience

Bachelor's degree in civil engineering or closely related field, thorough experience in civil engineering work, three years of professional project management or an equivalent combination of training and experience. Eligibility to obtain registration as a Professional Engineer by the State of Illinois.

Valid driver's license required.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Civil engineering and surveying concepts and practices
- Municipal government functions and practices.
- Design, construction and maintenance of public works and private developments.
- Knowledge and skill in GIS.

Skill in:

- Project management
- Working with people including persuasive communication and interpersonal skills as it applies to vendors, municipal staff and the general public.
- Grammar and business writing/correspondence
- Planning and prioritizing work

And ability to:

- Work independently and efficiently
- Keep information and records organized and to pay attention to detail
- Manage multiple tasks in a detailed, efficient manner