



VILLAGE OF OAK PARK  
POSITION VACANCY NOTIFICATION  
27-JANUARY-2015  
CIVIL ENGINEER II  
\$63,518.00- \$82,574.00 D.O.Q.

**DEFINITION:** This is the full journey level class within the Civil Engineer series. Employees within this class are distinguished from the Civil Engineer I by being registered as a professional engineer, and by the performance of the full range of duties as assigned including complex professional level engineering design and analysis. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**EXAMPLES OF DUTIES (Essential duties and responsibilities):** Oversee and review plans of public works structures including streets, combined sewer systems, water mains, street lighting, parking lots and garages, streetscape, etc.; check plans for conformance with regulations regarding line, grade, size, elevation and location of various infrastructure elements; check calculations. Oversee and review the plans of consulting engineers and private developers and contractors; recommend adjustments to engineering designs; ensure compliance with specifications; and applicable Village codes. Develop and design municipal capital improvement projects relating to water mains, sewers, streets traffic signals, parking lots, parking garages, etc. Act as project manager/resident engineer on capital improvement projects; ensure projects are built according to plans; modify projects on site as needed; measure and maintain records of project quantities. Analyze and review transportation engineering problems; recommend improvements or modifications. Supervise field data collection crew; review data collection needs including surveys of cross sections, topography, sewer and related data needed for design. Coordinate assigned activities with consultants, engineers, developers, contractors, other Village departments and divisions, outside agencies, and the general public; provide consultation and advice on construction projects. Prepare progress reports on projects under construction; maintain records of changes and field notes. Conduct various related civil engineering and construction project studies and prepare reports. Calculate the quantity, review the quality of materials, track the costs and check the timeliness for various projects. Oversee the maintenance of plans and contract documents including subdivision maps, site plans, lot line adjustments and easements; develop and review vacation plats, grant deeds, and assessment and special service districts. Provide staff assistance to the Village Engineer; provide staff support on a variety of committees and technical teams; prepare reports and make presentations as necessary. Stay abreast of new trends and innovations in the field of civil engineering and construction management. Oversee and aid in the preparation of Geographic Information Maps, Capital Improvement Plan Maps, Pavement Data Base Maps and other Maps used by the Village. Perform related duties and responsibilities as required. Respond to public inquiries regarding issues related to the public right of way and work taking place within the right-of-way.

**QUALIFICATIONS - Knowledge of:** Basic civil engineering principles and techniques. Applicable laws and regulatory codes relevant to assigned area of responsibility. Methods, materials and techniques used in the construction of public works projects. Modern developments, current literature and sources of information regarding engineering. Principles of advanced mathematics and their application to engineering work. Modern principles and practices of surveying. Village engineering policies, procedures, and issues. Complex civil engineering principles and techniques. Modern construction and maintenance methods, techniques and materials. Capital Project Management practices.

**Ability to:** Perform technical research and solve engineering problems. Establish and maintain cooperative working relationships with those contacted in the course of work. Prepare plans and drawings neatly and accurately. Make engineering design computations and check, design, and prepare engineering plans and studies. Learn and apply Village engineering policies and procedures. Learn applicable laws and regulatory codes applicable to areas of assigned responsibility. Prepare, understand and interpret engineering construction plans, specifications and other contract documents. Communicate clearly and concisely, both orally and in writing. Deal tactfully with contractors, engineers and property and business owners. Solve and analyze complex engineering computations. Conduct comprehensive engineering studies and prepare reports with recommendations.

**EXPERIENCE AND TRAINING GUIDELINES/ WORKING CONDITIONS**

Four years of increasingly responsible professional civil engineering experience. A Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field. Possession of valid Certificate of Registration as a professional civil engineer from the State of Illinois; possession of valid Driver's License from the State of Illinois. Work in a combination of office environment and various outside and inside construction sites; requires some sitting, standing and walking; exposure to dust, noise and vehicular traffic.

**LAST DATE FOR ACCEPTANCE OF APPLICATION: OPEN UNTIL FILLED**

For further information, contact the Human Resources Department at 708.358-5650. Qualified applicants can obtain and/or submit an application or resume at the Village of Oak Park, 123 Madison St., Oak Park, Illinois 60302. Resumes can be submitted to [careers@oak-park.us](mailto:careers@oak-park.us)