



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: Civil Engineer I

Department/Division: Public Works/Engineering
Employment Status: Full-time
Annual Salary/Grade: \$65,000 - \$92,500 - DOQ - Grade 9
FLSA: Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Open until filled – first review of applications
March 24, 2022

POSITION SUMMARY:

This is the entry level class in the Civil Engineer series. Employees within this class are distinguished from the Civil Engineer II by the performance of the more routine tasks and duties assigned to positions within the series including designing capital improvement projects; and to provide staff assistance to the Village Engineer.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This is the entry level class in the Civil Engineer series. This class is distinguished from the Civil Engineer II by the performance of the more routine tasks and duties assigned to positions within the series including designing capital improvement projects; and to provide staff assistance to the Village Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Village Engineer

EXAMPLES OF DUTIES--*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
2. Oversee and review plans of public works structures including streets, storm drains, and sewers; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
3. Oversee and review the plans of consulting engineers and private contractors; recommend adjustments to engineering designs; ensure compliance with specifications; and applicable Village codes.
4. Develop and design municipal capital improvement projects relating to water mains, sewers, streets traffic signals, parking lots, pavement markings, etc.
5. Act as 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.
6. Analyze traffic engineering problems; recommend improvements or modifications.
7. Supervise field data collection crew; review data collection needs including surveys of cross sections, topography, sewer and related projects.
8. 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.
9. Prepare progress reports on projects under construction; maintain records of changes and field notes.



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10. Conduct various engineering studies and prepare reports.
11. Calculate the quantity, quality and cost of materials used for various projects.

Other important responsibilities and duties

1. Oversee the maintenance of plans and contract documents including subdivision maps, site plans, lot line adjustments and easements; process quit claims, grant deeds, and assessment districts.
2. Provide staff assistance to the Village Engineer; provide staff support on a variety of committees; prepare reports as necessary.
3. Stay abreast of new trends and innovations in the field of civil engineering.
4. Oversee the preparation of maps, deeds and legal descriptions.
5. Perform related duties and responsibilities as required.
6. Respond to public inquiries regarding issues related to the public right of way.

QUALIFICATIONS

Knowledge of:

Basic civil engineering principles and techniques including Microstation CAD software.

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.

Modern office procedures, methods, and computer equipment including Microsoft office applications (Word, Excel, Outlook), computer-aided drafting software, and geographical information system applications and tools.

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.



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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 owners.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance

Attend meetings and functions before and after regularly scheduled work hours

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Experience and Training Guidelines

Experience: Three years of professional civil engineering experience is desirable.

Training: A Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

License or Clarification: Possession of, or ability to obtain an "Engineer in Training" Certificate of Registration from the State of Illinois is a condition of employment and must be obtained within eighteen months of the hire date. Possession of a valid Illinois driver's license.

Vaccination against COVID-19 strongly preferred.

WORKING CONDITIONS

Work in an office environment; requires some sitting, standing and walking; some work at a construction site; exposure to dust, noise and vehicular traffic.