



## **Assistant Village Engineer, Village of Oak Park, IL**

July 2024

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Assistant Village Engineer** position. This position serves the public through designing and managing capital improvement projects related to water mains, sewers, streets, traffic signals, streetlighting, parking lots and pavement markings while assisting with the oversight of activities and operations of the Village's Engineering Division. The Assistant Village Engineer is responsible for assisting the Village Engineer in management responsibility for the Engineering Division.

The Assistant Village Engineer will be responsible for participating in the development and implementation of goals, objectives, policies and priorities for assigned programs including design, mapping, field survey, private development, real estate and program planning for future public works and capital needs and also recommend, within Village policy, appropriate service and staffing levels while administering departmental policies and procedures.

The ideal applicant will have extensive knowledge of the principles and practices of civil engineering, applicable laws and regulatory codes relevant to assigned area of responsibility, prepare understand and interpret engineering construction plans, specifications and other contract documents.

The ideal applicant should have excellent customer service skills, strong written and oral communication skills, experience effectively multi-tasking, strong analytical abilities, good time-management skills and the ability to address engineering matters at varying levels of complexity. The ideal applicant will have five years of increasingly responsible professional civil engineering experience with demonstrated supervisory experience. The ideal applicant should possess training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering. Possession of Certificate of Registration as a professional civil engineer from the State of Illinois is required.

### **The ideal applicant will be able to accomplish the items listed below.**

- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including design, mapping, field survey, private development, real estate and program planning for future public works and capital needs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Serve as the staff liaison to the Transportation Commission and provide staff support to a variety of boards and commissions including the presenting of projects and programs at public meetings; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
- Develop and design municipal capital improvement projects relating to water mains, sewers, streets, traffic signals, streetlighting, parking lots, pavement markings, etc.
- 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.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures 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 elevations.
- Oversee and review the plans of consulting engineers and private contractors; recommend adjustments of engineering designs; ensure compliance with specifications; and applicable Village codes, State and Federal requirements.
- Analyze traffic engineering problems; recommend improvements or modifications.

- Supervise field data collection crew; review data collection needs including surveys of cross sections, topography, sewer and related projects.
- 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.
- Assist the Village Engineer in the development and management of the Engineering Division operating budget and the Capital Improvement Program and its budget.
- Prepare progress reports on projects under construction; maintain records of changes and field notes.
- Conduct various engineering studies and prepare reports.
- Calculate the quantity, quality and cost of materials used for various projects.
- Effectively interact with the citizens of the Village of Oak Park in responding to requests for services and enforcement of Village ordinances, when required.
- Act as the Village Engineer as necessary.
- Perform related duties and responsibilities as required.

### **Supervisory Responsibilities**

The Assistant Village Engineer will receive general administrative direction from the Village Engineer.

### **Compensation, Benefits, Experience and Training**

The compensation for this position is \$111,000 - \$135,975 DOQ. This is an exempt, non-union position. For more information about this Assistant Village Engineer position or to apply, visit: [www.oak-park.us/jobs](http://www.oak-park.us/jobs). Submit applications and resumes directly to: <https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654546053> or by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to [jobs@oak-park.us](mailto:jobs@oak-park.us). The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled. Open until filled.



## ASSISTANT VILLAGE ENGINEER

**Department:** Public Works

**FLSA:** Non-Union Exempt

**Pay Grade:** 10

### **DEFINITION**

To perform complex professional civil engineering work including designing and managing capital improvement projects; to assist in directing, supervising, and coordinating activities of the Engineering Division; and to provide administrative support to the Village Engineer and Director of Public Works.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Village Engineer.

May exercise fundamental and technical supervision over lower level staff as directed by the Village Engineer including selection, training, motivating and evaluating of engineering personnel.

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

#### **Essential duties and responsibilities**

1. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including design, mapping, field survey, private development, real estate and program planning for future public works and capital needs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
2. Provide staff support to a variety of boards and commissions including the presenting of projects and programs at public meetings; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
3. Develop and design municipal capital improvement projects relating to water mains, sewers, streets, traffic signals, streetlighting, parking lots, pavement markings, etc.



## ASSISTANT VILLAGE ENGINEER

4. 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.
5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures 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 elevations.
6. Oversee and review the plans of consulting engineers and private contractors; recommend adjustments of engineering designs; ensure compliance with specifications; and applicable Village codes, State and Federal requirements.
7. Analyze traffic engineering problems; recommend improvements or modifications.
8. Supervise field data collection crew; review data collection needs including surveys of cross sections, topography, sewer and related projects.
9. 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.
10. Assist the Village Engineer in the development and management of the Engineering Division operating budget and the Capital Improvement Program and its budget.
11. Prepare progress reports on projects under construction; maintain records of changes and field notes.
12. Conduct various engineering studies and prepare reports.
13. Calculate the quantity, quality and cost of materials used for various projects.
14. Effectively interact with the citizens of the Village of Oak Park in responding to requests for services and enforcement of Village ordinances, when required.
15. Act as the Village Engineer as necessary.
16. Perform related duties and responsibilities as required.



## ASSISTANT VILLAGE ENGINEER

### QUALIFICATIONS

#### Knowledge of:

- Principles and practices of civil engineering
- 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.
- Modern principles and practices of surveying.

#### Ability to:

- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Direct, coordinate and supervise the work of professional, technical, and clerical personnel.
- Develop and document specifications for improvement projects.
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work including Village and other government officials, community groups, and the general public.
- Maintain mental capacity which allows the capability of:
  - Making sound decisions
  - *Demonstrating intellectual capabilities*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations*
  - *Communicating with others*
  - *Reading and writing*
  - *Operating assigned equipment*
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- 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*



## ASSISTANT VILLAGE ENGINEER

### Experience and Training Guidelines

**Experience:** Five years of increasingly responsible professional civil engineering experience: Demonstrated supervisory experience.

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

### License or Certificate

Possession of valid Certificate of Registration as a professional civil engineer from the State of Illinois.

Possession of a valid State of Illinois driver's license.

### WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time; some work at construction site; loud machine noise; stooping and standing; work in inclement weather conditions.

### Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.