



Position:
Department/Division/Branch
FLSA Status
Updated
Operational/Clerical/Administrative:

Civil Engineer I
Community Development
Exempt
3/5/08
Administrative

Approved:

Village Manager

Nature of Work

Under the supervision of the Village Engineer, the person in this position performs civil engineering duties in conjunction with the planning, designing, reviewing, and inspecting of civil engineering projects. The person in this position also assists the Village Engineer in the construction management of small-scale projects or specific areas of larger projects. Work is of complex difficulty and is reviewed for progress and conformance to established codes and procedures by the Director of Community Development and/or his designee.

Illustrative Examples of Work

Assist the Village Engineer in preparing plans and cost estimates for roadway, storm sewer, sanitary sewer water main, and other projects as necessary; provide troubleshooting expertise, construction management, inspection and field measurement/quantity take-off of on-going projects including the documentation and preparation of reports.

Assist in the design of roadways for alignments, profiles, drainage structures, street lights, curb and gutters, detention basins and parkway restoration work.

Perform drainage and traffic studies in order to determine corrective courses of action necessary to solve drainage and traffic problems.

Participate in groups and committees concerning storm water management and water quality issues.

Review and research plats, legal descriptions, subdivision plans, storm water management reports, and engineering plans.

Set up level and transit surveying instruments; act as rodman and chainman; stake out construction locations and grades for roadway projects and related building permits.

Perform the duties of the position and operate department equipment with strict adherence to Village and department safety policies and procedures.

Design and draft moderate engineering projects using AutoCAD and other civil engineering related programs.

Perform other duties as required or assigned.

Required Knowledge, Skills and Abilities

Requires working knowledge of general or civil engineering methods, procedures and techniques related to the construction and inspection of engineering projects; working knowledge of Village contracts, specifications and project procedures; ability to supervise and inspect engineering projects and to enforce adherence to established plans and specifications; possess, at a minimum, the ability to lift and transport objects with a minimum weight of ten (10) pounds; ability to read, write, speak and understand English at the College level; ability to maintain satisfactory working relationships with supervisors, co-workers, people from outside agencies and the general public; ability to perform basic mathematical calculations by hand; ability to work effectively under tight time constraints in stressful situations; ability to collect, write and maintain clear, concise and accurate technical notes, data and reports; ability to read and interpret engineering reports, plans and specification; ability to prepare and check designs, details, estimates, plans and specifications of engineering projects; ability to use standard civil engineering surveying and drafting equipment and instruments; ability to

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communicate effectively both orally and in writing; knowledge of office equipment and technology (i.e., computer software programs such as a Microsoft Office and AutoCAD); ability to work within time constraints and prioritize work.

Required Education, Training and Experience

Qualified individuals are expected to possess, at a minimum, a Bachelor's Degree in Civil Engineering from an accredited college or university, State of Illinois Engineering Intern (E.I.) licensure, and on the job experience in the practice of civil engineering leading to professional engineering registration (P.E.) in Illinois. Possession of a valid Class 'D' Illinois Driver's License that is free from incidences that may result in license revocation or suspension.

Job Safety

In every work environment there are hazards present, which may result in an accident or injury. The Village of Addison strives to reduce this accident potential through safety and loss control programs. It is each employee's responsibility to comply with and adhere to departmental and Village safety procedures and training. Further, employees are encouraged to actively identify potential risks and hazards to avoid accidents and injuries. These potential risks and hazards should be identified to an employee's supervisor and the departmental safety committee so that proper and adequate loss control measures can be put into effect.

All accidents resulting in injuries to employees or damage to public or private property, no matter how significant, must be reported promptly to the employee's supervisor. In no case should this report be submitted later than the end of the current shift during which the incident occurred.

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ESSENTIALS

Ability to establish and maintain satisfactory working relationships with supervisors, co-workers, people from outside agencies and the general public.

Ability to read, write, speak and understand English at the college level.

Ability to perform algebraic, geometric, and trigonometric calculations.

Ability to perform the duties of the position and operate department equipment with strict adherence to Village and Department safety policies and procedures.

Ability to articulate and accurately convey information on departmental policy and programs to the general public in a professional manner (telephone, written and direct communications skills required).

Ability to recognize and prepare to work safely within the constraints of potential hazards.

Ability to carry out oral and written instructions from supervisors.

Ability to work effectively under tight time constraints in stressful situations.

Ability to sit, stand, and walk, at times on uneven ground, for long periods of time.

Must possess, at a minimum, the strength, endurance and agility to lift and transport an object with a minimum weight of ten (10) pounds.

Ability to gather, organize, prepare and maintain data files.

Ability to use deductive reasoning to solve engineering problems correctly and accurately.

Ability to work independently; prioritize multiple objectives and tasks and maintain confidential information.

Ability to create and maintain clear, concise and accurate technical reports and records using a personal Computer and spreadsheets, CAD, and other software programs.

Ability to visually inspect all aspects of varied and undeveloped terrain, including, but not limited to: construction sites for highways, sewers, bridges, sidewalks, water main, residential, commercial and other engineering/construction sites.

Requires working knowledge of and ability to apply general or civil engineering methods, procedures and techniques as related to construction and inspection of engineering projects.

[These essential tasks may change from time to time to meet the ever-changing responsibilities of the department. While the changes are often subtle, they do become a part of a position's required responsibilities. Due to this evolution, periodic updates may be made to this job description, including an updated list of essential job requirements.]

c:3engintern