

VILLAGE OF MOKENA
Job Description

JOB TITLE: Civil Engineer I

SHIFT: Varied	DEPARTMENT: Public Works
LOCATION: Village Hall/Field	GRADE: 13
REPORTS TO: Public Works Director & Assistant Public Works Director	

SUMMARY: Under the supervision and direction of the Public Works Director and Assistant Public Works Director, is responsible for assisting in the performance and coordination of all engineering services undertaken by the Village and some supervisory work in a variety of public works, public lands, and utilities maintenance as assigned.

Work involves significant interaction between the Community Development and Public Works Departments, resulting in some duties and responsibilities being performed in conjunction with the managers of these Departments. Engineering services may be performed in-house, while others may be performed by independent contractors.

Work also involves responsibility for assisting in the directing and supervising the construction and maintenance of storm and sanitary sewer facilities, water facilities, Village street, and parking lots.. Assignments are typically received in the form of general instructions, and the employee is expected to organize the details of assignments and carry them through to completion.

Work is performed under the general supervision of the Public Works Director or Assistant Public Works Director and is reviewed through conferences, inspections, and reports for results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties that may be assigned.

Assists in the performance and supervision of engineering plan reviews of private and public land use proposals to ensure compliance with all applicable standards, regulations, and ordinances.

Assists in the performance and supervision of inspection of private and public land development improvements to ensure compliance with all applicable standards, regulations, and ordinances.

Assists in the performance and supervision of review of grading permits, including issuance of approved permits.

Provides technical assistance to Village Administrator, Public Works Director, Assistant Public Works Director, and Community Development Director with regard to necessary engineering matters.

Assists in providing policy direction to the Planning & Zoning Commission and Village Board of Trustees regarding engineering issues.

Prepares requests for engineering proposals, reviews proposals, and develops recommendations for Village Board consideration.

Assists in the performance and supervision of the activities of outside consultants performing general or specialized engineering services for the Village, as assigned by the Public Works Director, Assistant Public Works Director or Village Administrator.

Prepares plans and specifications, and coordinates bidding and preparation of contract documents for assigned in-house design projects.

Assists Community Development to administer recapture provisions regarding public improvements through agreement or ordinance.

Monitor letters of credit, or other approved financial guarantees, for public and private improvements and administers reductions or releases of same.

Assists in the coordination of the development or update of the Village's Capital Improvement Program including street, water and sewer improvements, and other related infrastructure as directed by the Public Works Director, Assistant Public Works Director or Village Administrator.

Performs research, and develops reports and recommendations as directed by the Public Works Director, Assistant Public Works Director or Village Administrator.

Attends meetings on behalf of the Village and represents the Village on the Will County Governmental League's Transportation Committee. Attends Village Board, Planning and Zoning, Site Plan Review and any other meetings as required.

Reviews and recommends updates and revisions to the Village of Mokena subdivision regulations.

Provides technical assistance regarding drainage complaints received from residents.

May provide staff direction and supervision to Public Works union employees as assigned by the Public Works Director or Assistant Public Works Director.

Assists the Public Works Director or Assistant Public Works Director and performs those responsibilities in their absence regarding all administrative, management, supervisory and operational functions and services provided by the Mokena Public Works Department.

Assists in the overseeing maintenance of operating logs and records and all required data and formal reports to environmental regulatory agencies as assigned by the Public Works Director or Assistant Public Works Director.

Assists in preparation of operating and capital budgets and administers the expenditure of allocated funds. Assists in the preparation of capital equipment and capital improvement plans.

Responds to citizen inquiries and requests for assistance.

Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

Assists in the performance and supervision of Public Works employees as assigned by or in the absence of the Public Works Director or Assistant Public Works Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor of Science Degree in Civil Engineering from an accredited four-year college or university; experience in a municipal or consulting environment is preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to respond effectively to sensitive inquiries and complaints. Ability to write reports and business correspondence using prescribed techniques or style. Ability to make effective and persuasive presentations and respond to questions on controversial or complex topics to management or public groups, developers, and builders, sometimes under stressful circumstances.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of valid Illinois driver's license. (Class C license preferred, but not required)

OTHER SKILLS and ABILITIES:

Knowledge of practices and principles of civil engineering; including experience with drainage, water and sewer systems, and transportation.

Work involves responsibility for learning the operation, monitoring, sampling, maintenance, and control of the wastewater treatment plant and water distribution system and associated equipment, including the adjustment of the wastewater treatment processes or water distribution system to ensure conformance with applicable water quality standards and preparation of operating records and reports. Work is performed with considerable independence under the general supervision of the Public Works Director and Assistant Public Works Director, who review work through conferences and reports for results obtained.

Knowledge of the practice of public improvements construction.

Ability to provide engineering recommendations which provide sensitivity to natural areas and minimize the adverse effects of development.

Knowledge and familiarity of computer applications including spreadsheets, word processing and engineering applications, including computer-aided drafting, GIS applications, and implementation.

Knowledge of the materials, methods, and techniques used in public works maintenance and construction activities, and the principles, practices, and methods related to the treatment of wastewater and water and sewer distribution systems.

Knowledge of federal, state, county and local agency requirements pertaining to engineering permits and standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to fingers, handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit, reach with hands and arms; and climb or balance, and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and risk of radiation.

The noise level in the work environment is usually moderate.