



# Position Announcement

## Engineer II

Posting Date: October 8, 2025

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<b>APPLICATION DEADLINE:</b>	Interested candidates are encouraged to apply as soon as possible. Interviews may be conducted as applications are received. This position will remain open until filled.
<b>HIRING RANGE:</b>	\$98,368.95 - \$106,287.18, D.O.Q.
<b>SALARY RANGE (Grade 11):</b>	\$98,368.95 - \$130,041.87
<b>HOURS PER WEEK:</b>	40 hours per week, exempt status.
<b>BENEFITS:</b>	The Village of Algonquin has a competitive benefit package which currently includes: generous paid time off, a flexible benefit Section 125 plan including health, dental, and life insurance as well as flexible spending accounts (health care and/or child care), a defined benefit pension plan through <a href="#">Illinois Municipal Retirement Fund</a> , a <a href="#">deferred compensation 457(b) plan</a> through Nationwide, and more.

**Now seeking applicants for the position of:  
Engineer II**

**JOB SUMMARY:** In this role you will assist the Public Works Director and Village Engineer in the overall direction and administration of the Village of Algonquin engineering related tasks for capital programs and development projects.

**What You'll Do:**

- Oversee and coordinate with consultants on design and construction projects for various Village Capital Improvement projects.
- Prepare, review, and issue Requests for Qualifications and Proposals; interview consulting firms and make recommendations to award the contract to a consultant.
- Review competitive bids and make recommendations to award the contract to a contractor.
- Assist in the development and preparation of long-range capital improvement programs and budgets, recognized as the Capital Projects Budget.
- Prepare committee reports related to consultant selection and construction bid awards as directed by the Village Engineer.
- Correspond with other Village departments and outside agencies. Work directly with residents and businesses impacted by Village projects and is responsible for providing interactive public relations on projects with significant impacts to the public.
- Perform engineering plan reviews, attend preconstruction/progress meetings, and perform engineering coordination for private development projects as required by the Village Engineer. Assist with the process and issuance of site development permits.
- Plan, implement, and manage capital projects, including the preparation of engineering plans, specifications, and bidding documents.
- Coordinate with the Information Technologies (IT) staff related to GIS updates for project asbuilts and changes to Village maps as improvements both Capital projects and Development related are completed.
- Cooperatively works with entire public works team on all aspects of the Village's Asset Management Program.
- Review permits for private utility installations for adherence to Village requirements and standards on all new developments, or work occurring in the Village rights of way. Communicate with applicant regarding conflicts, deficiencies, and submittal process. Track progress of permits in review, working to process all permit submittals in a timely fashion.
- Coordinate with utility companies (such as ComEd) on larger projects involving multiple locations and taking several years or months to implement; serve as the primary Village contact for this type of work; monitor progress, compliance with Village of Algonquin standards, and community member complaints related to the construction.
- Assist Village's Stormwater Administrator for purposes of Kane County Stormwater Ordinance requirements. Assist the Village's stormwater program and recommends stormwater permits for approval.
- May provide construction engineering oversight for streets, park improvement, watermain or sanitary sewer construction projects as directed by the Village Engineer.

- Assist with Village design and construction standards and details as directed by the Village Engineer.
- Serve as a member of various employee committees, as assigned.
- Any and all other duties as directed by the Public Works Director or their designate.

**What We're Looking For:**

- Bachelor's degree in civil, environmental, construction, or municipal engineering.
- Licensure as a Professional Engineer is preferred but not required.
- Minimum 3-5 years of engineering experience; experience in design, construction administration, or municipal engineering is preferred, as is knowledge of public water supplies, sanitary sewers systems and/or water reclamation facilities.
- Experience and/or knowledge of stormwater management practices is a plus.

**Knowledge, Skills, and Abilities**

Must have intermediate computer and software skills (including Outlook, Word, and Excel). Must prioritize and plan work activities of annual budgeted department programs. Must have the ability to read and interpret engineering blueprints and specifications. Requires good public relations skills and must be able to communicate clearly and effectively both verbally and in writing. Must have the ability to work on multiple projects and tasks simultaneously. Must have the ability to comprehend and interpret local, state, and federal policies and procedures.

Must be skilled in organizing, planning, and coordinating activities and projects. Requires the ability to maintain clear records. Must have the ability to read and write reports in English. Must have an understanding of modern principles and methods of public administration, public relations, and budget preparation; principles and practices of administrative research and statistical analysis; pertinent federal, state, and local laws, rules, regulations, and ordinances.

Must have proper record-keeping techniques and procedures; ability to establish and maintain effective working relationships with fellow employees, Village officials, community groups, businesses, and the public. Must work independently in learning numerous program compliance requirements and guidelines; evaluate and develop improvements in operations, procedures, policies, and methods; analyze quantitative and qualitative information, and prepare clear, concise, grammatically correct memos and correspondence; and interpret specific rules, laws, regulations, and policies to apply them in a variety of procedural situations.

Must plan effectively, prioritize assignments, and meet deadlines; make moderately complex mathematical computations; and maintain the confidentiality of information and documentation as required.

**TO APPLY:**

Interested candidates are required to complete and submit an online [employment application](#) and resume.

***The Village of Algonquin is an Equal Opportunity Employer.***