



Position Announcement

Village Engineer/Assistant PW Director

Posting Date: March 4, 2020

CLOSING DATE:	March 27, 2020 at 5:00 p.m.
HIRING RANGE:	\$109,141.40 - \$127,304.81, D.O.Q.
HOURS PER WEEK:	40+ hours per week. Attendance at night meetings, and occasional weekend hours may be required.

The Village of Algonquin, IL (Pop. 30,046) is seeking applicants for the position of Village Engineer/Assistant PW Director for the Public Works Department.

GENERAL DUTIES: In this role you will be assisting the Director of Public Works in the operation and management of the Public Works Department. You will supervise six Public Works Divisions (Streets, Parks & Forestry, Underground Utilities, Water & Wastewater facilities, Public Buildings, and Vehicle Maintenance) including on-site inspection, project coordination, material resource review, work development and assignment, quality control and assurance of excellent customer service from each employee and operating division. You will also manage engineering functions including plan reviews, document preparation and review, field observations, construction inspections, consultant management, project management, and carrying out public relations activities related to public engineering projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as the Village Engineer for the Village of Algonquin.
- Performs the duties of the Director of Public Works in the absence of the Director and other duties as assigned.
- General oversight of Public Works operations of the Streets, Parks and Forestry, Underground Utilities, Water and Wastewater facilities, Public Buildings and Vehicle Maintenance divisions within Public Works including on-site inspection, project coordination, material resource review, work development and assignment, quality control and assurance of excellent customer service from each employee and operating division.
- Supervises construction support services including on-site inspection, project coordination, preparation and/or negotiation of change orders, material source review, review and preparation of progress payments & applications, contract records preparation and management, and contract correspondence. Train and continuously monitor all potential infrastructure inspectors, including engineering consultants, on the policy and art of construction inspection specifically geared toward Village of Algonquin details and specifications.
- Maintains regular contact with consulting engineers, construction project engineers, Village, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.
- Works with other local, county, regional and state organizations relative to capital improvement projects within the Village. Assists with the supervision and coordination of appropriate required reports to various reporting agencies such as USEPA, IEPA, FEMA (CRS), IDNR, LCSMC, and State Fire Marshal concerning department activities.
- Provides effective and efficient customer services and promotes responsive community relations. Receives and responds to citizen complaints and questions regarding street, curb and sidewalk damage as well as similar concerns; initiates corrective action as is feasible and within the realm of municipal responsibility. Contacts occasionally may be adversarial in nature and the employee must resolve both technical and interpersonal problems in a cooperative and professional manner while conducting his/her other duties. Responds, directly or through staff, to public or other inquiries relative to Public Works Department policies and procedures, specifically relating to engineering. Inspects and advises residents on drainage complaints and other related site improvement questions.
- Review engineering and construction plans, drawings, specifications, contract documents, engineering calculations, cost estimates, and related documents prepared by consulting engineers and contractors for compliance with professional and Village standards and practices. Reviews and approves plan changes and contract modifications as necessary.

- Manages and coordinates all aspects of the Village's Asset Management Program.
- Inspects or causes to be inspected actual work sites to ensure construction is proceeding in accordance with specification standards and plan documents. Ensures that structures, utility lines, roadways, use or storage of materials, site characteristics and construction methods are in compliance with applicable engineering standards and regulations, and village codes and ordinances. Keeps, and/or stores notes, diaries, draws sketches and takes photographs to record site conditions, actual construction practices, material quantities, and any issues of non-compliance.
- Prepare request for proposals and project specifications, review, evaluate and recommend consultants, monitor consultant services to ensure compliance with professional engineering standards and mandates rules and regulations.
- Prepares and/or assists in the development of consultant and/or vendor services contracts, and advertisements for services; participates in the consultant selection process; directs and/or supervises the work of consultants functioning as resident engineers, and ensures conformance with contracted scopes of service and reviews invoices for accuracy.
- Monitors projects assigned to staff and consultant engineers ensuring projects comply with engineering specifications, are completed on schedule and are within budget.
- Under direction from the Director, prepares graphics and reviews project drawings for street, sidewalk, water, sewer, and other public works and utility projects. Researches engineering information; obtains or prepares charts, maps or other data; assists in preparing and reviewing data for right-of-way acquisitions; prepares maps showing proposed easements. Measures distance and takes horizontal and vertical angle settings using standard survey equipment and electronic distance measuring devices; accurately records measurements and makes sketches of property characteristics; verifies measurements through mathematical calculations and additional sightings; and prepares maps from survey field data. Reviews documents to ensure the integrity of survey equipment, data, maps, plats, and other documentation.
- Provides technical support and serves as liaison with professional engineers, architects, developers, government officials and the general public to present and explain technical design or operations, features, project priorities, development requirements of specialized projects. Resolves complex engineering construction problems.
- Prepares cost estimates, reviews bid documents, bids, and recommends approval of public infrastructure contracts. Directs the preparation of project status and cost reports to management and funding agencies.
- Acts as the Village's Stormwater Administrator for purposes of Kane County Stormwater Ordinance requirements. Manages the Village's stormwater program and approves stormwater permits.
- Oversees, directly or through staff, the preparation of engineering plans and specifications, bidding, competency of contractors and vendors and the selection criteria for public contracts.
- Oversees, directly or through staff, project management for the construction of the municipal public works projects. Participates in pre-bid and pre-construction meetings as required.
- Updates Village design and construction standards as directed by the Public Works Director.
- May provide technical information on engineering projects at hearings and legal proceedings.
- Liaison to Community Development & Public Works with respect to development permits for public improvements.
- Works with Village Code Enforcement Official regarding code violations which have engineering or public works issues.
- Assists with long-range planning and policy formulation for the Village; advises and makes recommendations to Village Board, Committee of the Whole, and the Planning & Zoning Commission.

- Assists with the preparation and administration of the Public Works Department budget, including but not limited to: 5-Year Plan, End-of-Year Reports, Motor Fuel Tax, and Water and Sewer Improvement Fund and Cemetery.
- Review and approval of permits for private utility installations on all new developments, or work occurring in the Village rights of way. Coordinates with utilities to resolve conflicts and coordinates utility work.
- Safety planning including procedures, protective clothing and protective equipment to ensure the safety of all village employees and public safety.
- Develop and assist the Village in disaster planning efforts.
- Investigates and Coordinate Municipal Partnering Opportunities and attends Municipal Partnering meetings as needed.
- Performs traffic related engineering and surveying related to pedestrian and bike path planning.
- Researches grant possibilities and coordinates with appropriate staff and consultants to initiate grant applications.
- Manages Letters of Credit, Performance Bonds, and Maintenance Bonds as required.
- Prepare and submit agenda items, department resolutions and ordinances for Board and Committee of the Whole meetings.

PERIPHERAL DUTIES

- Assists in the training of Village personnel in public works systems and techniques.
- Serves as a member of various employee committees, as assigned.
- Any and all other duties as directed by the Public Works Director or his/her designate.

REQUIREMENTS:

Education/Experience: A Bachelor's degree in Civil Engineering, Project Management or related field and at least 5 years of experience in a related field is required. Experience in drafting, Computer Aided Design (CAD), and civil engineering are desired, but not required. Registration as a Professional Engineer in the State of Illinois is preferred, but not required.

Skills: Considerable knowledge of civil engineering and construction principles, practices and methods as applicable to a municipal setting. Thorough knowledge of applicable municipal policies, laws, and regulations affecting Department activities. Ability to prepare, organize and maintain engineering field and office data, reports and systems; ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, Village officials and the general public. Ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions is key in this position; ability to establish effective working relationships with employees, supervisors, and the public. Must ensure best in class customer service is provided to both internal and external customers.

TO APPLY: Interested candidates are required to complete and submit an [employment application](#) along with a resume and cover letter. Completed applications can be mailed to: Village of Algonquin, Attn: Human Resources, 2200 Harnish Drive, Algonquin, IL 60102, faxed to (847) 658-4564, or emailed to HR@algonquin.org. **Please, no phone calls.**

The Village of Algonquin is an equal opportunity employer within every definition of the concept. A copy of our Outreach Program is available upon request.