



# Position Announcement

## Village Engineer

Posting Date: July 15, 2022

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**APPLICATION DEADLINE:** August 12, 2022 at 5:00 p.m.  
**HIRING RANGE:** \$122,020.08 - \$142,326.77, 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, home to approximately 29,700 residents, is nestled in the Fox River Valley in both Kane and McHenry counties and is conveniently located 45 miles from the Chicago Loop. The community provides residents and businesses an exceptional quality of life with recreational amenities, educational opportunities, and a mixture of numerous restaurants and shopping malls, which offer a variety of leisure time activities. In addition to providing a friendly and safe community, Algonquin believes in providing residents leisure opportunities involving the great outdoors. In total, there are 21 parks conveniently located throughout the Village to ensure adequate access to parks. Of special distinction, the Village continues to receive recognition for providing premier parks and trails for its residents as it has been named a "Tree City USA" for 25 consecutive years by the Arbor Day Foundation and has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 18<sup>th</sup> consecutive year for meeting the highest principles of governmental budgeting.

The Village employs approximately 185 employees in four major service areas: General Services Administration, Community Development, Police, and Public Works. Each of these departments is further delineated into specific divisions that provide public services.

**Now seeking applicants for the position of:  
Village Engineer for the Public Works Department**

**JOB SUMMARY:** In this role you will 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**

- 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 IDOT, 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.
- Cooperatively works with entire public works team on 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, drawings and sketches and takes photographs to record site conditions, actual construction practices, material quantities, and any issues of non-compliance.
- Prepare requests for proposals/qualifications and project scopes. 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 design and 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 municipal public works projects and private development/commercial 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 and engineering design for private and 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.
- Develop and assist the Village in disaster planning efforts.
- 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.

**QUALIFICATIONS:**

- A Bachelor's Degree in Civil Engineering, Project Management, or a related field, is required.
- A minimum of five years of experience in the field of engineering, such as with a municipal engineering department, a contractor or consultant specializing in engineering design for public works improvement and land development, or a related field is required.
- Experience in drafting, Computer Aided Design (CAD), and civil engineering desired, but not required.
- Registration as a Professional Engineer in the State of Illinois preferred, but not required.
- Possession of a valid driver's license.
- Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred.

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. 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.

**BENEFITS:**

The Village of Algonquin has a competitive benefit package which currently includes: flexible benefit Section 125 plan including health, dental, and life insurance as well as health care and dependent care flexible spending accounts; a retirement plan through the Illinois Municipal Retirement Fund, a deferred compensation 457 plan, paid holidays, paid vacation, paid personal time, sick leave, and more.

**TO APPLY:**

Interested candidates are required to complete both pages of our [employment application](#) in its entirety and submit it along with a resume via email to [HR@algonquin.org](mailto:HR@algonquin.org). Mailed or dropped off applications and resumes **will not** be accepted.

***The Village of Algonquin is an equal opportunity employer.***