

**VILLAGE OF ADDISON
CIVIL ENGINEER 1 –
COMMUNITY DEVELOPMENT DEPARTMENT**

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, FLSA exempt, full-time position of Civil Engineer 1 in the Village of Addison Community Development Department. Under the supervision of the Village Engineer, the person in this entry-level engineering 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, Assistant Village Engineer and Civil Engineer II 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 Village Engineer and/or his designee. The Civil Engineer 1 works 37.5 hours a week between the hours of 8 am – 5 pm, Monday – Friday. May be required to work beyond the normally-scheduled work-day/work-week in order to accomplish job requirements.

The primary responsibility of the Civil Engineer 1 will involve, but is not be limited to:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist the Village Engineer and other engineers 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, storm-water management and water quality features, sediment and erosion controls and parkway restoration work.
- Perform duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to the supervisor; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual regulations and policies.
- Perform drainage and traffic investigations and studies in order to determine corrective courses of action necessary to solve drainage and traffic problems.
- Participate in workshops, workgroups and committees concerning storm-water management, water quality issues and hazard mitigation.
- Research and review plats, legal descriptions, easements, subdivisions, permits, storm-water management and wetland reports, traffic studies, and engineering plans, etc.
- Review and issue moderately complex permits for residential, industrial, and commercial site improvement.
- Set up level, transit, and GPS surveying instruments; act as rod-person and/or chain-person; stake out construction locations and grades for drainage, utility, and roadway projects and related engineering or building permits.
- Design and draft moderately complex engineering projects using AutoCAD, Civil3D and other civil engineering and drainage related software.

- Review and update sanitary and storm sewer, water-main, street-light, traffic-signal and equipment atlases to conform to “As-Built” conditions.
- Receive and investigate the general public's complaints regarding engineering division services. Institutes corrective measures including legal action as feasible and communicates with the general public regarding complaint disposition. Provides said service to customers in a timely, professional and courteous manner.

All applicants must meet the following minimum requirements to be an eligible candidate for this position:

- Possess a Bachelor of Science Degree in Civil Engineering from an accredited college or university;
- Passed the Fundamentals of Engineering Exam and be registered as an Engineering Intern (E.I.);
- Have a minimum of 2 years of on-the-job experience in the practice of civil engineering;
- Ability to pass a personal interview, physical and drug screen when applicable;
- Possess working knowledge of office equipment and computer operating systems (i.e., Apple iOS, Microsoft Windows OS, Microsoft Office, G-Suite, AutoCAD, ArcView, and Bluebeam Revu);
- Ability to read, write, speak, and understand English at college degree levels;
- Possession of a valid Illinois Driver’s License Class ‘D’ free from incidence that may result in license revocation or suspension.

ADA COMPLIANCE

Physical Skills and Abilities Required:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

Work Environment Factors:

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, moving parts, and fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Salary:

The salary range for this position is **\$82,266 – \$113,876**. The Civil Engineer 1 will receive a very competitive benefit package and work 37.5 hours per week, plus any required overtime.

Required test and screenings:

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

IMPORTANT NOTICE – SUBMISSION OF APPLICATION

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at www.addisonadvantage.org. Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to voajobs@addison-il.org or submitted personally to the Administration Department, Room 2100 of the Village Hall. **POSITION OPEN UNTIL FILLED**. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.

Equal Employment Opportunity

Please refer to the Village of Addison website: www.Addisonadvantage.org, Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

****APPLICANTS – PLEASE CAREFULLY READ****

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabit, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.