



NOW HIRING

Village Development Engineer Community Development Department

DESCRIPTION:

The Village of Glen Ellyn Community Development Department is recruiting for one (1) full-time Development Engineer. The purpose of this position is to act as the Village's designated Stormwater and Flood Plain Ordinance (SFPO) Administrator and to coordinate the engineering review, inspection, and close-out of private development projects. The position will provide municipal engineering and other departmental engineering support along with overseeing and administering all aspects of private development within the Village, including plan reviews, site inspections, and final approval of public and private improvements; and provide responsive, courteous, and efficient services to Village residents and the general public. This position is assisted by the Village's consultant staff.

ESSENTIAL FUNCTIONS:

- Acts as the Village's official SFPO Administrator coordinating the engineering review, inspection, and close-out of private development projects by both in-house and consultant staff.
- Meets and corresponds with developers, realtors, other agencies, residents, Village staff and elected officials regarding engineering projects and issues; attempts to provide resolution to problems during construction.
- Administers Village participation in Community Rating System floodplain program. The Village is currently a CRS Class 7 community.
- Plans and implements a public education program regarding floodplain benefits, hazards, and safety.
- Provides drainage inspections of properties upon request; inspects and provides letter or information to property owner on solving problems and making improvements with assistance from the Village's consultant staff.
- Performs various engineering functions, including review of plans; inspection of construction activities; interpretation of maps, plats of survey, and legal descriptions; and engineering elevation surveys.

- Develops and oversees the Village's fee-in-lieu of stormwater detention program.
- Reviews, negotiates, and coordinates the Village's approval of stormwater agreements.
- Drafts revisions to Village Code relating to stormwater issues as needed. Determines whether proposed projects may need DuPage County County-wide SFPO variations or local amendments.
- Develops requests for proposals/qualifications/services, oversees the work, and approves payment to civil engineering, wetland, and environmental consultants.
- Manages a variety of projects; prepares a variety of technical studies, reports and related information for decision making purposes; conducts research, analysis and prepares recommendations regarding proposals for programs, grants, services and budgets; analyzes and prioritizes work; schedules and coordinates tasks, tracks progress, solves problems, processes payments and monitors budgets.
- Attends occasional evening meetings of the Plan Commission/ZBA, Village Board, and other Village Commission meetings as requested.
- Provide functional and technical direction to various Community Development staff and engineering consultants hired by the Department.
- Reports directly to the Community Development Director.

QUALIFICATION REQUIREMENTS:

To receive consideration for the position, interested applicants must possess a Bachelor's degree in Civil Engineering or equivalent. Applicants are not required to be an Illinois Registered Professional Engineer or possess a certification as a Certified Floodplain Manager (but should work toward obtaining such within 3 years). Experience in stormwater and floodplain management is preferred.

Candidates must also be able to demonstrate knowledge of modern principles and practices of civil engineering, infrastructure design, and Stormwater Management issues in a local government setting. Candidates should have working knowledge of ESRI, ArcGIS and AutoCAD software, and possess strong knowledge and understanding of a municipal government's authority to enact and enforce Stormwater management and subdivision control regulations. Knowledge of DuPage County Stormwater and Floodplain Ordinance, modern principles of civil engineering, and knowledge of Village, State, and Federal rules, regulations, and codes pertaining to development, construction, and stormwater management is necessary. Requires ability to read and interpret blueprints, maps, and other engineering drawings and specifications and the ability to enforce all applicable stormwater and floodplain rules and regulations. Candidates must possess and maintain a valid Illinois motor vehicle driver's license.

SALARY/BENEFITS:

The pay range for this full-time, exempt position is \$83,846 to \$127,430 DOQ with excellent fringe benefits, including a minimum of 17 paid vacation days, 10 paid holidays, paid sick leave, and participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Actual starting salary is negotiable and will be dependent upon qualifications, experience, and professional achievement. The general work schedule is Monday-Friday, 8:00 am to 4:30 pm.

HOW TO APPLY:

1. Interested candidates should submit a resume, cover letter and an employment application ([click here](#)) to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**

2. Applicants must indicate **(Job ID: #48-22 – Village Development Engineer)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.
4. The position is open until filled; however, **first review of resumes will begin December 9, 2022.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER