



CITY OF WASHINGTON

invites applications for the position of:

CITY ENGINEER

SALARY RANGE: \$83,172 - \$122,822

OPENING DATE: 12/18/19

HIRING SALARY: Depends on qualifications

CLOSING DATE: January 31, 2020

DESCRIPTION:

The City of Washington is a vibrant, progressive community offering a high quality of life supported by excellent schools, safe neighborhoods, diverse parks and recreation offerings, and a fiscally sound City Council committed to sustainable growth and development. The City has embarked on an aggressive, multi-year Capital Improvement Program with a financial commitment to rebuilding the City's aging streets and infrastructure. The City Engineer is a key member of the management team.

JOB SUMMARY:

Appointed by and under the supervision and direction of the City Administrator, this exempt position performs a variety of routine and special projects and professional, civil engineering services. Work involves responsibility for providing engineering services related to a variety of city functions, public works facilities and including but not limited to, public works capital project design and construction; street, water main and sewer maintenance and replacement programs; storm water management, maintenance and upgrades; and plan review of all public improvements. Informs and responds to citizen inquiries relating to areas of responsibility.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor of Science in Civil Engineering or equivalent, with a minimum of five years, related professional experience. Prior supervisory experience, or any equivalent combination of education and experience, will be considered.

SPECIAL REQUIREMENTS:

Maintain a valid Illinois driver's license or equivalent. Must be a registered Professional Engineer with the State of Illinois, or able to obtain within six months of date of employment.

BENEFITS:

The City of Washington provides a comprehensive benefit package that includes medical, dental, prescription benefits, life insurance coverage, flexible spending accounts, deferred compensation and participation in the Illinois Municipal Retirement Fund (IMRF).

APPLY/RESPOND:

Qualified applicants should send a cover letter, résumé, and five (5) professional references to: Ray Forsythe, City Administrator, City of Washington, 301 Walnut Street, Washington, IL. 61571. Email: rforsythe@ci.washington.il.us Phone: (309) 444-1123.

The City of Washington is an Equal Opportunity Employer.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

CITY ENGINEER

(approved by City Council on December 16, 2019)

NATURE OF WORK

Appointed by and under the supervision, and direction of the City Administrator, this exempt position performs a variety of routine and special project professional civil engineering services.

Work in close cooperation with the City's management team including: Director of Public Works, Finance Director, Chief of Police, and Planning & Development Director.

Work involves responsibility for providing engineering services related to a variety of city functions, public works facilities, including but not limited to, public works capital project design and construction; street, water main and sewer maintenance and replacement programs; storm water management, maintenance and upgrades; and plan review of all public improvements. Informs and responds to citizen inquiries relating to areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the City Administrator in the development of Multi-Year Capital Improvement Plan and annual Operating Budget relating to areas of responsibility. Prepare quantity and cost estimates for labor and materials for proposed Public Works capital projects and operations.

Responsible for development and implementation of stormwater management programs, flood plain regulations, backflow prevention and other related special projects.

Has principal responsibility in close cooperation with the Director of Public Works to identify and recommend project limits for annual water main and sewer line repair/replacement, MFT program, street repair sidewalk, curb/gutter replacement, and other major infrastructure maintenance and upgrade programs. Prepares appropriate paperwork and bid specification documentation, including that required by applicable State agencies.

Oversee project management for the construction of major municipal public works capital projects.

Oversee assigned projects to ensure contractor compliance with time and budget parameters for each project.

Coordinate the preparation of reviews, inspections and updates to the sanitary sewer, water, storm drainage, and street system maps, bridge inspections, data base, and comprehensive plans.

Maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding municipal activities and services.

Maintain updated City water main, sanitary sewer, storm sewer, and other infrastructure atlases.

Oversee or prepare legal descriptions and plats of easement, as necessary, and reviews all construction plans for subdivision development.

Confer with and assists, as needed, any consulting engineer providing contractual services to the City.

Provide staff support to City Administrator, City Council, the Public Works Committee, and advisory boards and commissions, when appropriate.

PERIPHERAL DUTIES

Assist in the implementation and maintenance of GIS and computer mapping program.

Perform other related work as required.

REQUIREMENTS OF WORK

Education and Experience

Graduation from an accredited college or university with a Bachelor of Science in Civil Engineering or equivalent, with a minimum of five years related professional experience. Prior supervisory experience, or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of civil engineering.

Working knowledge of drafting, surveying, computer mapping and geographical information systems.

Working knowledge of street, water treatment and distribution systems and sanitary sewer collection and treatment systems.

Skilled in oral and written communication.

Ability to establish and maintain effective working relationships with City work force, City officials and the general public.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license or equivalent.

Must be a registered Professional Engineer with the State of Illinois, or able to obtain within six months of date of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and computer-aided mapping software; plotter; motor vehicle; calculator; telephone; copier; and fax machine.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to speak or hear; sit; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move objects up to twenty-five pounds in weight. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works indoors and occasionally works in outdoor weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.