

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES:

JOB POSTING #: 16-18
POSTED: 02/16/2018, 11:00 a.m.
EXPIRATION: 03/09/2018, 4:30 p.m., or until filled
TITLE: CIVIL ENGINEER II (Position Code #2408)
SALARY: \$76,647 - \$126,545
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ENGINEERING

GENERAL PURPOSE

As a Civil Engineer II, the position performs all aspects of professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, wastewater or water systems engineering projects as appropriate; does related work as required. Assignments follow well-defined procedures. The candidate for this position is expected to act as a project leader and duties include the oversight of lower level engineering staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Makes detailed engineering calculations;
Prepares plans and specifications for projects such as streets, sidewalks, streetlights and parking lot paving, sanitary sewer, storm sewer and water main extension;
Designs structures or components of complex structures such as concrete culverts, head walls, retaining walls, elevated walkways;
Plots topography profiles and cross sections; calculates bearing distances, closures and areas; calculates and interpolates elevations on contour lines; calculates grade elevations;
Estimates quantities and costs; prepares contracts for bidding;
Makes corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.;
Negotiates with property owners and prepares documents to secure new right-of-way and/or grant of easements for utility facilities;
Drafts City engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revise records when new ordinances or subdivisions are created;
Provides supervision of engineering staff related to assigned projects;
Prepares reports for the State of Illinois on construction and maintenance projects, showing work schedules and costs;
Prepares and presents public presentations;
Performs engineering support and oversight for Public Works/Public Utility field crews;
Performs traffic engineering work including traffic count and accident analysis studies;
Reviews site plans and subdivision plans for new developments;
Represents the Department at public meetings;
Performs assignments by the Director of Public Works or Public Utilities as needed.

REQUIRED QUALIFICATIONS

Education and Experience (or equivalent combination):

Bachelor of Science in Engineering from a College or University of recognized standing with major work in Civil Engineering;

Must be a Registered Professional Engineer in the State of Illinois or have the ability to obtain such registration within six (6) months after appointment through reciprocity.

Knowledge of the principles and practices of engineering, physics and mathematics;

Good knowledge of the principles and practices of civil engineering as applied to the development and construction of public works, wastewater and water projects as appropriate;

Proficiency in use of precision instruments and mathematical tables;

Proficient in using computers and industry related software;

Ability to read and interpret construction drawings and specifications;

Ability to prepare correct and accurate reports;

Ability to plan, layout and direct the work of subordinates;

Ability to plan projects and prepare related designs, estimates and specifications; Ability to express oneself clearly and concisely, orally and in writing;

Ability to multi-task by prioritizing effectively;

Team-oriented, but effective working individually as well, self-motivation and dependability are musts;

Tact in dealing with contractors and excellent public relations skills;

Physical skills necessary to perform the duties of the position;

Valid State of Illinois Class D Driver's License is required.

TOOLS AND EQUIPMENT USED

Personal computer, including Word, Excel, Access database, ARC GIS, AutoCad drafting software, Civil 3D design software, sewer capacity software and permitting software; motor vehicle; portable radio; phone; ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER