**VILLAGE OF VILLA PARK, ILLINOIS**

**ASSISTANT VILLAGE ENGINEER**

GovHR USA is pleased to announce the recruitment of candidates and selection process for the Assistant Village Engineer for the Village of Villa Park, Illinois.

**About the Community**

The Village of Villa Park (22,038 pop., 4.6 sq. miles) is ideally located as an "inner" western suburb of Chicago, with direct access to downtown Chicago as well as the rest of the western suburbs. Located just 19 miles directly west of the Chicago Loop, Villa Park is in east central DuPage County. Residents enjoy a 'small town' atmosphere, highlighted by excellent schools, superior village services, and exceptional parks and recreational facilities. A vibrant multicultural community, Villa Park was named in 2017 by *Money Magazine* as the 8th best town in America to raise a family and ranked as the 28th best place to live.

The Village offers a wide variety of housing options including single family and multi-family dwellings. Public transportation is readily available to ample shopping opportunities, including both local ‘mom and pop’ stores and nationally recognized businesses. A variety of convenient health services are located in the vicinity including medical centers and community hospitals. Service clubs such as Rotary, Kiwanis, Lions and the Veterans of Foreign Wars contribute to the active community.

**About the Organization and Public Works Department**

A Village Manager, appointed by the Village President and six-member Board of Trustees, oversees the day to day operations of the Village which includes the appointment of all Department Heads. The organization is comprised of the following Departments: Administration, Community Development, Economic Development, Finance, Fire, Parks and Recreation, Police and Public Works. The Village also owns and operates the Sugar Creek Golf Course.

Beginning in 2019, the Village will switch to a calendar year fiscal year. The FY 2019 budget is $57M, with a General Fund budget of $22M. Openness in government is important to the Village as evidenced by receipt of the GFOA Distinguished Budget Presentation award for 20 consecutive years and a detailed transparency portal on its website. The Public Works Department consists of six divisions: Engineering, Forestry, Permitting, Streets, Wastewater and Water. The Department is headed by the Public Works Director who also serves as the Village Engineer. The Assistant Village Engineer supervises two Civil Engineers, an MIS Specialist and contract specialists.

**About the Position – Duties and Requirements**

Reporting to the Public Works Director/Village Engineer, the Assistant Village Engineer will be instrumental in engineering and project management for a multi-year $81M Capital Improvement Program ($13M in FY 2019) dedicated to improvements in public works infrastructure. This includes planning, coordinating and overseeing capital improvement projects for streets, sewers, bridges, sidewalk and water mains. In addition, this position reviews and approves development plans for subdivisions and industrial and commercial buildings. The position oversees the review of civil and storm water site development plans for permitting purposes, including flood plain management. Villa Park is a full waiver community under the DuPage Countywide Storm Water Ordinance.

The ideal candidate will be capable of:

* thinking strategically, managing workload and deadlines, and communicating effectively - including the ability to present technical information to elected officials in a professional manner
* procuring and managing contractual assistance including drafting bid specifications, evaluating proposals, preparing contracts and overseeing the work of consultants and contractors
* providing excellent customer service to internal and external stakeholders as well enforcing regulations with firmness and tact

Qualified applicants must possess:

* a minimum of a bachelor’s degree in civil engineering or related field
* five years of progressively responsible experience in the design, planning, construction and administration of engineering projects
* certification as Professional Engineer, preferably in the state of Illinois, or be able to obtain the designation within six months of hire.

**Compensation and Benefits**

The anticipated starting salary is $100,000 +/-. DOQ. A comprehensive benefit package includes health insurance including medical, dental, and vision coverage (also available to dependents), life insurance and participation in the IMRF pension program. The Village also offers paid vacation, holidays, personal days and sick time.

**Selection Process**

Candidates should apply to GovHRJobs.com with a resume, cover letter and contact information for three professional references. First review of candidates will begin on January 7, 2019. Job inquiries are encouraged. For questions contact: Mike Earl, Senior Vice President, GovHR USA at 224-261-8366 or mearl@govhrusa.com.

*The Village of Villa Park is an Equal Opportunity Employer*