



VILLAGE OF HANOVER PARK  
invites applications for the position of:

# Assistant Village Engineer

An Equal Opportunity Employer

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 01/10/19

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

**HIRING SALARY RANGE:**

Up to \$90,000 Annually DOQ

**FULL SALARY RANGE**

\$76,796 - \$111,354 Annually

**THIS POSITION IS OPEN UNTIL FILLED**

Under general direction, assists the Village Engineer in the planning, design and construction management of capital improvement projects; in responding to various concerns of residents and other Village departments; and in reviewing subdivision and land development plans to insure compliance with Village standards. Exercises discretion in the management of various capital projects as assigned and assists the Village Engineer in the preparation of capital improvement project budgets and conceptual plans. Directly supervises two Engineering Technicians and is directly responsible to the Village Engineer. In the absence of the Village Engineer, this position may perform various duties of the Village Engineer. This position will assist the Village Engineer by representing the Village as a liaison or alternate liaison to various municipal organizations; and will attend meetings with local, County, State and Federal officials. The responsibilities require exercise of considerable professional and technical judgment, and initiative within the framework of established regulations.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

This description should not be construed to contain every function / responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned by immediate supervisor. Job functions are not necessarily listed in priority order.

Perform planning, design, and construction management of assigned Village public improvement projects, often valued at several million dollars, including but not limited to concrete and bituminous roadway reconstruction, water and sewer main replacement, drainage and storm water management, street lighting, utility, and bike path projects, utilizing Village, State and Federal Funding. Utilize computer assisted engineering and design software, such as AutoCAD Civil3D and Geographic Information Systems (GIS) to prepare engineering and design documents.

Perform technical review of engineering designs, calculations, documents and plats for private development projects, subdivisions and land development plans to ensure compliance with Village standards. Assist the Village Engineer in reviewing storm water permits.

Manage, direct and give approvals to contractors with regards to their scheduling operations; coordinate all utility relocations with the various utility companies to ensure their facility relocations are completed in a timely manner, and help guide the work of a variety of technical employees on particular projects.

Inspect sanitary and storm sewers, water mains, streets, curbs, grading and other public works

components of the Village, and the Village pavement program; interpret and apply the ordinance; make preliminary and final approvals of construction. Review proposed plans for new construction. Maintain daily construction inspection reports.

Assist residents by answering questions, resolving complaints, and coordinating interactive public relations for projects with significant impact to the public.

Assist the Village Engineer with division budget development by providing accurate budget estimates, monitoring of expenditures, and staying within the budget guidelines; also assist in monitoring and preparing the budget.

Apply cost-saving techniques wherever possible and/or appropriate.

Oversee consultants' work relating to Village projects. Make recommendations to the Village Engineer for consulting firms and supervise those consultants on a wide range of professional contracts throughout the design and construction process.

Analyze reports, maps, drawings, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data for preparation of plans for construction; lay out location of work.

Assist the Village Engineer with motor fuel tax documentation. Prepare documents for road maintenance and improvements to submit to the Illinois Department of Transportation.

Serve as liaison between the Village of Hanover Park and other governmental agencies for coordination of joint projects. Assist the Village Engineer in coordinating, applying and securing outside funding with the Chicago Metropolitan Agency for Planning (CMAP), Northwest Municipal Conference (NWMC), State of Illinois, and various Federal agencies; prepare intergovernmental agreements; prepare project budgets, manage multiple funding sources, prepare and obtain required village or outside agency signatures for approvals, permits and documentation; prepare final paperwork for Federal projects utilizing grant funding, Motor Fuel Tax (MFT) funding and other funding sources; prepare final invoices for submittal to various governmental agencies for payment; provide project updates.

Inspect construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction standards. Inspect, approve, and/or disapprove construction projects to ensure compliance with governing specifications, engineering principles and Village codes.

Assist with updates to Village water and sewer maps and GIS system data, indicating the location of new lines, valves, hydrants and manholes. Maintain Village address maps by working with Community Development in assigning street numbers to new homes and commercial and industrial structures. Maintain engineering records and "as built" drawings for new construction projects. Help maintain records of construction and permits relative to street, water, sewer, driveway and other work being performed in the Village right-of-way.

Coordinate with outside agency projects, including but not limited to IDOT, DuPage DOT, MWRDGC, etc. within the Village Limits. Help to review plans, interpret and relay important information about those projects in a timely manner to the Village Engineer and other Village departments as necessary.

Provide clear direction and demonstrate the ability to quickly gain compliance from employees. Take appropriate responsibility for subordinates' activities and provide subordinates with consistent and valuable feedback regarding performance issues. Display skill at motivating employees to do their best and work and develop their skills.

Carry out supervisory/managerial responsibilities in accordance with policies, procedures and applicable laws, including, but not limited to, training staff and assigning/directing work.

Establish deadlines; administer performance evaluations; reward and discipline employees; coordinate, develop, and approve staff training; approve time off requests; address complaints,

and resolve problems.

Promote and maintain responsive community relations.

Exercise discretion with making decisions and require little direct guidance from superiors.

Plan and prioritize daily work schedules.

Adhere to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintain regular attendance and punctuality.

Perform other tasks and duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises two engineering technicians.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION &/OR EXPERIENCE:**

Completion of a bachelor's degree in civil engineering or a related field, from an ABET accredited four-year college or university, and a minimum of five (5) years of experience as a civil engineer that includes experience in municipal government, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain in good standing, a valid Illinois driver's license. Professional Engineer (P.E.) license from the Illinois Department of Professional Regulation preferred.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hpiljobs.org>

Job #01102019  
ASSISTANT VILLAGE ENGINEER  
DS

OUR OFFICE IS LOCATED AT:  
2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

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### **Assistant Village Engineer Supplemental Questionnaire**

\* 1. Do you currently have a valid Illinois driver's license?

Yes  No

\* 2. Do you currently hold a Professional Engineer (PE) license from the Illinois Department of Professional Regulation?

Yes  No

\* 3. If yes, briefly explain your experience as a professional engineer for municipal government.

\* Required Question