Village of Downers Grove

Department of Human Resources

**JOB OPPORTUNITY**

**STAFF ENGINEER II**

The Village of Downers Grove is accepting applications for the position of Staff Engineer II, in the Public Works Department.

**Duties**: Provides support on capital construction projects including planning, surveying, preparing preliminary budget estimates, design, preparing contract specifications and bid documents; construction administration and inspection. Designs and inspects construction of assigned capital projects to ensure compliance with Village codes and ordinances in addition to compliance with contract specifications. Responds to citizen inquiries and complaints regarding drainage, Village infrastructure and construction work. Performs localized neighborhood drainage investigations. Assists other engineering staff with field work on an as-needed basis. Performs related duties as required.

**Knowledge and Skills Required:** Candidates must have knowledge of civil engineering principles and practices, mathematics, construction project scheduling and accounting, surveying, drafting and plan preparation, reading/interpreting architectural and civil drawings, and in using a personal computer and software (Microsoft Windows, Word, Excel). Candidates must possess good communication skills, both oral and written. Experience/skill with AutoCAD and/or Civil3D is preferred.

**Minimum Qualifications**: Bachelor's degree in Civil Engineering or related field and at least four years of progressively responsible experience is required.

This is a full-time, salaried, exempt position. Must be available to work occasional weekend and evening hours as required. A valid driver’s license is required. Competitive starting salary and benefits. Annual salary range for this position is $73,305 to $87,966.

**Application Period:** Open until filled. First review of candidates will occur on or about February 11, 2019.

Complete the online application by visiting [www.downers.us](http://www.downers.us) and clicking the *Job Openings* link. **Only online applications will be accepted.**

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