## **BGLOGOVILLAGE OF BUFFALO GROVE**

**POSITION TITLE:** CIVIL ENGINEER II

**DEPARTMENT/DIVISION:** PUBLIC WORKS / ENGINEERING

**Job Advertisement**

Civil Engineer II - Buffalo Grove, IL (pop. 41,496) - Progressive municipal government seeks an experienced, highly qualified Civil Engineer to join the Engineering Division of the Public Works Department.

This position will primarily be responsible for the plan review and application of the Village’s Development Ordinance to new developments and re-development projects. They will be responsible for the successful review and permitting of projects from initial planning to construction. Responsibilities will also include advanced civil engineering work for Public Works projects and the application of advanced engineering principles. Work is performed under the direction of the Village Engineer, who evaluates performance through periodic conferences and review of completed work products.

**ESSENTIAL JOB FUNCTIONS**

Review of new development or redevelopment projects within the Village in accordance with the Village’s Development Ordinance.

Independently conducts major engineering research and computations related to development reviews involving water distribution system, sanitary sewer system, storm sewers and drainage facilities, streets and sidewalks; prepares reports and recommendations to the Village Engineer.

Conducts research and compiles information relative to the maintenance, updating, and revision of engineering standards, regulations, and procedures to be incorporated into the Development Ordinance, standard operating procedures or department processes.

Assess long-term impacts to Village systems (i.e. sanitary, bike path, major collector routes, drainage paths and detention basins restrictors) created by developments, capital improvements and other agency improvements.

May perform subdivision construction management or engineering inspections for other departments, such as the Community Development Department, during peak construction periods.

Interprets engineering related regulations and procedures to developers, contractors, and the general public; investigates and makes recommendations relative to the solution of citizen complaints and work requests.

Investigate resident concerns regarding private drainage matters. May facilitate a response on Village owned assets or coordinate neighborly problems regarding Illinois Drainage Law.

Assist in the maintenance and advancement of the Department’s mapping and GIS systems.

Maintain Department database of plats, plans, specifications, ordinances, permits and other important documents.

Performs related work as required or other duties as assigned.

**PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS**

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

Work is performed in both office and outdoor (including construction site) environments. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment.

While performing the duties of this position, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; stand; walk; and use hands to handle, feel or operate objects, tools, or controls and talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 125 pounds (such as manhole lids).

**REQUIREMENTS OF WORK**

Graduation from an accredited four-year college or university with a bachelor’s degree with major course work in civil engineering is required at the time of hire, and considerable experience in civil engineering, preferably related to municipal public works; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills is required:

* Must be a registered Professional Engineer in the State of Illinois at the time of hire and at all times during employment.
* Must process a valid driver’s license at the time of hire and at all times during employment
* Considerable knowledge of the principles and practices of civil engineering.
* Considerable knowledge of modern methods and techniques used in the design, construction, and inspection of public works projects.
* Experience in working with developers.
* Ability to make engineering computations required by the work.
* Ability to design plans and specifications for public works improvements.
* Ability to conduct independent research into engineering related issues and problems, and to prepare accurate reports of findings.
* Ability to communicate effectively, orally and in writing.
* Ability to establish and maintain effective working relationships with others.
* Follows Village and Department’s safety policies and procedures.
* Experience in construction observations, project management and development design or review.

Qualified candidates should apply on-line at vbg.org. In addition to completing the on-line application, candidates must attach a cover letter, resume and three-year salary history to their on-line application. Emailed, faxed, mailed or hand delivered applications and/or resumes will not be accepted. This position will be open until filled.

The Village of Buffalo Grove is an Equal Opportunity Employer.