



EMPLOYMENT OPPORTUNITY CIVIL ENGINEER – PUBLIC WORKS

The City of Woodstock is a charming historic community of 25,528, located 55 miles northwest of Chicago on Metra rail. Listed on the National Register of Historic Places, Woodstock is a community unlike any other boasting historic 19th century buildings, dining, entertainment, accommodations, specialty shops, professional services, art galleries, and live theater. The City employs approximately 150 (full and part-time) employees in a variety of departments within the organization, such as Office of the City Manager, Building & Zoning, Economic Development, Finance, Information Technology, Human Resources, Public Library, Opera House, Police, Public Works and Recreation. Our employees work to serve the residents and strive to make the City of Woodstock the best community it can be.

Job Summary

The purpose of this position is to perform technical review of engineering design for development, infrastructure and transportation projects, provide project design and construction services, and coordinate professional consulting engineers. This position will include subdivision review of subdivision and land development plans to ensure compliance with City and other applicable design standards. This position will contribute to major program development by the Department of Public Works through liaison activities and coordination of special projects across all divisions. The responsibilities require exercising considerable professional and technical judgement, and initiative within the framework of established regulations. The work is performed under the direction of the Assistant Director of Public Works.

Essential Duties and Responsibilities

1. Provides customer service to the public who may be affected by City Projects
2. Coordination, Oversight, Direction, Management and Inspection of City construction projects
3. Provides design engineering services including survey, drawings, plans and contract documents
4. Coordinates with Engineering Consultants regarding City Projects
5. Contributes to departmental policies and procedures in regards to engineering practice
6. Assists in preparation of management reports for contractors, developers, residents, City Council, Commissions, other City Departments and other outside agencies or groups
7. Analyzes reports, maps, drawings, plans, blueprints, tests, aerial photography, soil composition, hydrology, topography and other data related to construction projects
8. Utilizes ESRI ArchGIS to read, evaluate and update the City's GIS Atlas
9. Maintains familiarity with IDOT policies, procedures and documentation guidelines
10. Serves as liaison between City and outside governmental agencies e.g.; CMAP, NWMC, State and Federal Agencies
11. As required responds to after hour calls for public safety concerns regarding developments and storm water management issues
12. Reviews and approves permits established by City e.g.; Right of Way Opening, Stormwater Management, Utility, etc.
13. Contributes to annual Capital Improvement Plan and Budget Development
14. Provides support to Public Works Director, Assistant Director, Construction Engineering Inspector and all Public Works Superintendents on a project-to-project basis

Minimum Qualifications and Knowledge, Skills and Abilities

1. Bachelor's degree in Engineering or a relevant discipline.
2. Three (3) to five (5) years of experience as a professional engineer that includes experience in municipal government.
3. Must be available to be on-call to respond to emergency situations.
4. Must have strong verbal and written communication skills as well as solid computer skills.
5. Must possess and maintain a valid Illinois driver's license with a good driving record.
6. Ability and willingness to cheerfully work with and serve the public.

Salary

Salary for this exempt position is commensurate with experience and will most likely fall no more than halfway between the pay grade's minimum of \$63,960/year and maximum of \$99,320/year. Additionally, an excellent benefits package is provided including IMRF pension and health benefits.

Application Process

An application for this position may be obtained from the City's website at www.woodstockil.gov or by e-mailing to request one at hrdept@woodstockil.gov. **A current resume, cover letter and a completed City of Woodstock job application must be EMAILED to: hrdept@woodstockil.gov** The City reserves the right to select only the most qualified applicants for an interview. *The City of Woodstock is an Equal Opportunity Employer.*

APPLICATION DEADLINE: 5:00pm, Friday, September 6th, 2019