

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: 2020

POSITION TITLE: Civil Engineer

GROUP: Public Works

REPORTS TO: City Engineer

FLSA STATUS: Exempt; covered by the rules and regulations found in the annual Salary Ordinance, the City Code, and the Employee Handbook

JOB SUMMARY

The position of Civil Engineer is governed by the City Code and Salary Ordinance and is appointed by the City Manager with the approval of the Mayor and City Council. The Civil Engineer reports to the City Engineer. The Civil Engineer assists the City Engineer within engineering related tasks relative to public works projects; traffic engineering; infrastructure planning and designing; lighting, street, sewer and water construction and maintenance; well construction and maintenance; wastewater treatment; capital planning and project management; preparation and maintenance of maps and plats showing all City streets and other public places, the location of all Municipal utilities with the goal of increasing responsibility to handle these tasks autonomously. This position routinely handles highly sensitive and/or confidential information. The City of Sycamore offers a generous benefit package. Must meet the 20-mile residency requirement within one year of appointment.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Administration**
 - Assists the City Engineer in day-to-day duties primarily including field and office engineering related tasks
 - Prepares or assists in the preparation of loan and grant applications for various projects.
 - Prepares or assists in the preparation of Requests for Qualifications from outside engineering firms for services that require engineering knowledge, concepts and principles outside the areas of departmental expertise.
 - Assists the City Engineer with answering floodplain inquiries and assists in the task relative to maintain compliance in the FEMA Community Rating System (CRS) in accordance with the National Flood Insurance Program requirements.

2. Capital Improvements

- Reviews and participates in the preparation of reports regarding capital needs and projects.
- Prepares construction simple bid documents including complete plans, specifications and cost estimates for small scope projects. Assists in the preparation plans and specifications of more complex projects.
- Completes preliminary surveying and drafting necessary for the preparation of detailed construction drawings for various projects.
- Gathers information and helps prepare permit applications for review by the City Engineer
- Completes field layout for projects including horizontal and vertical controls, line, grade, etc.
- Completes field inspections of improvements, with minimal supervision, and as necessary during construction including checking grades, collecting measurements, elevations, etc.
- Completes conflict resolution or during construction. This includes coordinating with the contractor, City staff, utility companies, and jurisdictional agencies.
- Assists in the preparation of progress and final pay estimates for review by the City Engineer for contract work on various projects and submits to Finance Office for payment.

3. Private Development

- Reviews engineering plans and specifications for new subdivisions and planned unit developments, civil drawings that accompany architectural drawings, other engineering submittals, etc. from the private sector for compliance with City codes and requirements and good engineering practices.
- Performs field inspections of improvements, under the supervision of the City Engineer, during construction for compliance with the approved plans and prepares correction notices and punch lists prior to final acceptance by City, where applicable.
- Attends meetings with developers, subdividers and other professionals from conception to build-out.

4. Mapping

- Utilizes GIS to update City Infrastructure
- Collects field data for incorporation into the City's GIS System

5. Public Relations/Staff Liaison

- Answers questions and provides information to residents, elected officials, regulatory agencies...etc.
- Assists in the distribution of information including door hangers, emails, phone calls and social media to residents, business and other stakeholders
- Attends meetings with developers, contractors, regulatory agencies, and stake holders
- Serves as the secondary contact at DeKalb Stormwater Committee, DeKalb-Sycamore Area Transportation Study Committee and other ad-hoc groups
- Assists the City Engineer to ensure compliance of various programs, including the City's NPDES permit and the FEMA CRS Program.

6. Special Projects

- Completes special projects as assigned by the City Engineer and Director of Public Works, as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- General knowledge and experience in municipal engineering and public works operations and administration including traffic engineering; infrastructure planning and design; street, water and sewer construction and maintenance; well construction and maintenance; wastewater treatment; capital improvement planning; project management; computers; utility records; computer aided drafting (CAD); GIS mapping systems.
- Ability to use or quickly learn all types of surveying equipment for collecting field data and for construction layout.
- Ability to use general equipment for data management/mapping/public works/construction purposes.
- Ability to use general office equipment and computers, including word processing and spreadsheet functions.
- Demonstrated skills and abilities in customer service delivery, research, problem solving, interpersonal relations, technical skills/construction trades.
- Excellent oral and written skills, including the ability to publicly make presentations and answer questions.
- Ability or potential to plan, design, permit and construct engineering/public works projects.
- Excellent ability to work as part of a team.
- Ability to plan and complete projects within established deadlines and commitments;
- Ability to work effectively under stress and ability to effectively manage multiple priorities;
- Self-starter with demonstrated initiative and creative abilities;
- Community-oriented professional, with unquestioned integrity and dedication;
- Personal qualities to work effectively with diverse clientele and constituency.
- Ability to travel for City business as required.
- Ability to work a forty-hour minimum workweek with frequent extra hours being required, including evenings, weekends, and odd hours from time to time.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- Bachelor's Degree in Engineering or related field is required.

Experience:

- Minimum of two years of full-time professional engineering experience in a comparable environment required.
- Knowledge of the laws and regulations of Motor Fuel Tax Funding, Surface Transportation Urban and other programs as administered by the Illinois Department of Transportation is strongly preferred.

- GIS and CADD (Microstation or AutoCadd) experience is preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

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

While performing the duties of this job, the employee will frequently be required to sit, talk, and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to sit, enter data into a terminal, personal computer, or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.