

VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

CIVIL ENGINEER – INTERN

EFFECTIVE DATE: 9/1/2016

| | | | |
|--|---|-------------------------|---|
| DEPARTMENT: Development Services | WORK LOCATION: Village Hall | | FLSA STATUS: Non-Exempt |
| CLASS CODE: 1957 | RANGE: 6 | PENSION: None | UNION: NU |
| REPORTS TO: Street Rehabilitation Manager | LEVEL OF SUPERVISION RECEIVED: Direct Supervision | | LICENSE/CERTIFICATES: Illinois Class D Driver's License |
| SUMMARY: <p>This position provides assistance to the Street Rehabilitation Manager and project team in all aspects of street and road construction. This includes construction staking, surveying, documentation, among other engineering duties.</p> <p>Responds to and interacts with residents, employees, contractors and others within and outside the organization in a courteous, professional, and effective manner.</p> | | | |

| JOB NO. | ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES | FREQUENCY |
|---------|---|--------------|
| 1. | Provides construction observation, surveying, and inspection services for Village road construction projects to ensure contractor compliance with plans and specifications, schedule, and budget. | Daily 95% |
| 2. | Responds to public or other inquiries relative to engineering concerns or procedures for specific assigned projects. | Daily 5% |
| 3. | Assists with design, construction layout / staking, and documentation of contract quantities and work progress. | Daily 25% |

| | | |
|----|--|-------|
| 4. | Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities while adhering to all safety rules and practices. | Daily |
|----|--|-------|

| JOB NO. | OTHER RELATED DUTIES |
|---------|---|
| 1. | Follows Village-wide and department safety rules and practices. |
| 2. | Performs other duties, tasks, and responsibilities as assigned. |

| | |
|--|---|
| SUPERVISORY RESPONSIBILITIES: (Select one – required) | |
| <input checked="checked" type="checkbox"/> | None required |
| <input type="checkbox"/> | Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below) |

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
☐ High school diploma or general education degree (GED)
☒ Two or more years of college coursework in related field
☐ Associate's degree (A.A.) from two-year college or technical school
☐ Bachelor's degree (B.A.) from four-year college or university
☐ Master's degree (M.A.)
☐ Doctoral degree (Ph.D.)
Degree or coursework should be in...

Civil Engineer / Construction Management

Experience Level (Select one - required)

- ☒ No prior experience or training required
☐ Six months to one year related experience
☐ One to two years related experience
☐ Two to four years related experience
☐ Four to ten years related experience

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
☐ Experience in management capacity...
☐ Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
☒ Word Processing data
☒ Spreadsheet software
☒ Database software

- ☒ Specialized applications:

***Microsoft Office required.
AutoCAD and ArcGIS a plus.
GPS enabled survey equipment***

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☒ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

☐ Foreign language skills Ability to speak and/or read, write and comprehend... **Enter language here**

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

1. Ability to learn to interpret engineering plans and documents.
2. Learn construction processes, project specifications, and requirements.
3. Work as part of a team to complete assigned tasks.
4. Possess or have ability to learn basic understanding of civil engineering principles related to street and road design and construction.
5. Ability to work as part of a team to complete assigned tasks.
6. Strong analytical, conceptual, communication and organizational skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

| <u>Physical Activity</u> | None | Less than 1/3 | 1/3 to 2/3 | More than 2/3 |
|--|-----------------|----------------------|-------------------|----------------------|
| Stands | _____ | _____ | _____ | <u>X</u> |
| Walks | _____ | _____ | _____ | <u>X</u> |
| Sits | _____ | <u>X</u> | _____ | _____ |
| Uses fingers in a repetitive motion | _____ | _____ | _____ | <u>X</u> |
| Uses hands to grasp, finger, handle, or feel | _____ | _____ | _____ | <u>X</u> |
| Reaches with hands and arms above shoulder | _____ | _____ | _____ | <u>X</u> |
| Climbs or balances | _____ | _____ | _____ | <u>X</u> |
| Twists or turns | _____ | _____ | _____ | <u>X</u> |
| Stoops, kneels, crouches, bends, or crawls | _____ | _____ | _____ | <u>X</u> |
| Pulls, pushes, or carries | _____ | _____ | _____ | <u>X</u> |
| Talks or hears | _____ | _____ | _____ | <u>X</u> |
| Tastes or smells | <u>X</u> | _____ | _____ | _____ |
| Operates a motor vehicle or heavy equipment | _____ | _____ | <u>X</u> | _____ |
| Lifts or move 0 to 10 pounds (sedentary) | _____ | _____ | _____ | <u>X</u> |
| Lifts or move 10 to 20 pounds (light) | _____ | _____ | <u>X</u> | _____ |
| Lifts or move 20 to 50 pounds (moderate) | _____ | <u>X</u> | _____ | _____ |
| Lifts or move 50 to 100 pounds (heavy) | <u>X</u> | _____ | _____ | _____ |

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

☒ Corrected vision of...

20/20

_____ Uncorrected vision of...

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

| | None | Less than 1/3 | 1/3 to 2/3 | More than 2/3 |
|--|----------|---------------|------------|---------------|
| Customary indoor conditions | _____ | <u>X</u> | _____ | _____ |
| Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions | _____ | _____ | _____ | <u>X</u> |
| Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions | _____ | <u>X</u> | _____ | _____ |
| Works near moving mechanical parts | _____ | _____ | <u>X</u> | _____ |
| Works in high precarious places, underground, or confined spaces | <u>X</u> | _____ | _____ | _____ |
| Flying debris or airborne particles | <u>X</u> | _____ | _____ | _____ |
| Fire, smoke, fumes, gases, or noxious odors | <u>X</u> | _____ | _____ | _____ |
| Toxic or caustic chemicals, aerosols, liquids, solvents or oils | <u>X</u> | _____ | _____ | _____ |
| Risk of electrical shock | <u>X</u> | _____ | _____ | _____ |
| Works with explosives or risk of radiation | <u>X</u> | _____ | _____ | _____ |
| Vibration | <u>X</u> | _____ | _____ | _____ |
| Extreme illumination | <u>X</u> | _____ | _____ | _____ |
| Low noise level (Normal voice tones) | _____ | _____ | _____ | <u>X</u> |
| Moderate noise level (Raised voice levels) | _____ | _____ | <u>X</u> | _____ |
| High noise level (Shouting/ear protection may be needed) | _____ | <u>X</u> | _____ | _____ |

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

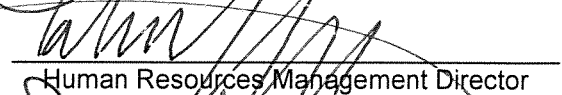
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



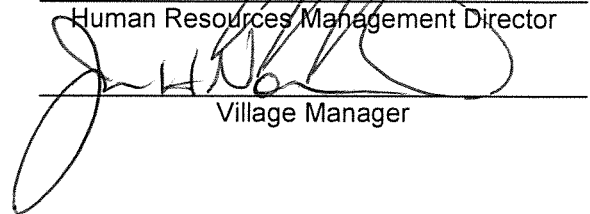
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____