

## **VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION**

### **DIRECTOR OF ENGINEERING**

**EFFECTIVE DATE:** November 2, 2020

<b>DEPARTMENT:</b> Development Services	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 8250	<b>RANGE:</b> 27	<b>PENSION:</b> IMRF	<b>UNION:</b> Non-union
<b>REPORTS TO:</b> Development Services Director	<b>LEVEL OF SUPERVISION RECEIVED:</b> Administrative Direction		<b>LICENSE/CERTIFICATES:</b> Illinois Registered Professional Engineer

#### **SUMMARY:**

Directs activities of the Engineering Division including planning, operation and design of Village infrastructure. Performs and supervises technical analyses, often with public presentations. Supervises team members to achieve identified goals and prepares division budget, including capital projects. Coordinates and reviews with other State and local agencies for various capital improvements. Supervises the activities of Division staff; including programs and projects. Participates as part of Development Services team and with other Village departments to provide comprehensive assessment and resolution of issues facing the Village. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Manages and provides leadership to the Engineering Division. Directs, leads, supervises and develops Division personnel. Makes recommendations on employee status, salary changes, position duties, hiring and discipline. Monitors compliance with the Personnel Policy Manual and the Engineering Division's operational procedures. Sets Division goals and objectives in collaboration with the team leaders; facilitates and monitors achievement.	Daily 20%

2.	Manages staff performing all engineering related aspects of the permit and development review and inspection process involving storm water, water main, sanitary sewer, grading, traffic, etc. including plan reviews, management of performance guarantees, inspections, acceptance, and ongoing maintenance. Oversees and coordinates interactions with external regulatory agencies, as applicable. Coordinates with other Village Divisions and Departments.	Daily 30%
3.	Oversees the Village capital improvement projects (such as the annual street rehabilitation project) including needs assessment, project prioritization, recommendations on funding, budget management, assignment of staff project managers, and hiring consultants for project reports and studies, design work, construction, and inspections.	Daily 10%
4.	Manages the stormwater management program, including reimbursements, fee assessments, prioritization of needs, and incorporation of projects in to the Capital Improvements Program.	Weekly 10%
5.	Provides oversight for all engineering consultant work including solicitation, selection, monitoring, payment, scheduling, etc. for consultants retained by the Village, as well as coordination with external agencies for joint projects (IDOT, CCHD, ISTHA, etc.). Applies the Village's Qualifications Based Selection process and other methods of consultant evaluation, as applicable.	Daily 10%
6.	Oversees analysis and research related to traffic studies and geometric design recommendations for development site plan reviews, including preparation of reports and recommendations to developers, the Village management, Village Board/Commissions/Committees, civic groups, other governmental agencies (IDOT, CCHD, ISHTA, etc.), and the general public.	Daily 5%
7.	Responds to inquiries and/or oversees responses to consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups, Village employees and residents concerning engineering related issues in general and specific projects.	Daily 20%
8.	Manages the analysis of traffic engineering aspects of the transportation systems within the Village to identify problems and develop solutions. Coordinates regularly with the Police Department, Public Works Department, and Planning and Transportation Division.	Monthly 20%
9.	Serve as lead representative in the Division for reporting to the Public Works and Utilities Committee and the Transportation and Road Improvement Committee of the Village Board. Attend meetings of these groups and others as needed.	Monthly 10%
10.	Prepares recommendations and makes presentations to management staff and the public as part of the Village's Capital Improvement Program, including attendance at Capital Improvements Board and Stormwater Advisory Committee meetings.	Monthly 5%
11.	Prepares the annual Division budget for inclusion in the Village budget; controls and monitors expenditures and oversees Division compliance with all internal purchasing procedures. Responsible for the preparation of the CIP requests and the Engineering Division section of the Annual Report and monthly reports.	Weekly 10%
12.	Interfaces with a number of agencies on a broad variety of projects, ranging from roadway to utilities to other infrastructure. Requires working knowledge of technical aspects of such projects to contribute to project tasks. Serves on policy	Weekly 10%

	and technical groups formed by regional agencies as needed.	
13.	Works with other staff on research, evaluation, preparation, and submittal of applications for various grant programs and other funding opportunities.	Monthly 5%
14.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Participates in meetings with developers to discuss aspects of projects.
2.	Supports and advises Public Works Department on various technical work.
3.	Coordinates projects with State and local agencies to ensure compatibility with Village goals.
	Drives Village car to review and investigate field conditions.
4.	Performs site visits for private and public capital projects.
5.	Serves as a member of various employee committees.
6.	Follows Village-wide and departmental safety rules and practices
7.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Interviewing as part of assessment team, training employees; planning, assigning, directing work; performance evaluations, development objectives and goals; discipline; addressing complaints and resolving conflicts. Positions supervised include all Engineering Division staff (subject to change): Senior Transportation Engineer, Senior Project Manager, Civil Engineer I and II, Administrative Assistant, and occasionally seasonal interns.

**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...

**BS / MS Civil Engineering**

**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**

**2 – 4 years**

**Computer Skills (Select as appropriate)**

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

**IL PE License, AutoCAD**

**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... **A plus**

**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.

**PROFICIENCY IN:**

- Working efficiently under pressure and/or with frequent interruptions.
- Using quantitative skill; performing qualitative analysis.
- Quickly switching from one task to another.
- Stormwater, sanitary, water systems analyses
- Research, development, composition, and presentation of comprehensive engineering reports.
- Operation of listed tools and equipment including the use of civil engineering instruments and equipment.
- Operating a personal computer in a network environment.
- Supervise and manage activities of division personnel.

**WORKING KNOWLEDGE OF:**

- Civil engineering principles, practices and methods
- Applicable Village policies, laws, and regulations affecting Division activities.
- Cost estimating on complex projects.
- Construction engineering, procedures and applications.
- Management practices and procedures.
- Leadership and motivational principles.

**ABILITY TO:**

- Manage several large projects simultaneously.
- Make public presentations and written reports.
- Explain complex analyses to a variety of audiences.
- Work both independently as a division and as part of a team.
- High degree of flexibility, creativity and innovation and the ability to interact effectively with people at all levels inside and outside of the organization
- Communicate effectively verbally and in writing.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Establish successful working relationships with other employees, supervisors and other departments.
- Read, write, speak and comprehend the English language.

**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)**

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

**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...

☐ Uncorrected vision of...

**Enter specific vision requirement here**

**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.

<b>(mark all 15 conditions)</b> <b><u>Environmental Conditions</u></b>	<b>----- Amount of Time -----</b>			
	<b>None</b>	<b>Less than 1/3</b>	<b>1/3 to 2/3</b>	<b>More than 2/3</b>
Customary indoor conditions	<u>      </u>	<u>      </u>	<u>      </u>	<u>  <b>X</b>  </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
Works near moving mechanical parts	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
Works in high precarious places, underground, or confined spaces	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Flying debris or airborne particles	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
Fire, smoke, fumes, gases, or noxious odors	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Risk of electrical shock	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Works with explosives or risk of radiation	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Vibration	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
Extreme illumination	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Low noise level (Normal voice tones)	<u>      </u>	<u>      </u>	<u>      </u>	<u>  <b>X</b>  </u>
Moderate noise level (Raised voice levels)	<u>      </u>	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>
High noise level (Shouting/ear protection may be needed)	<u>  <b>X</b>  </u>	<u>      </u>	<u>      </u>	<u>      </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.

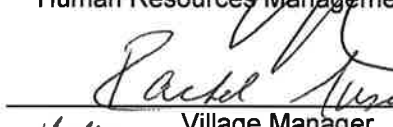
Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Acting Village Manager

Effective Date: \_\_\_\_\_ 11/2/2020 \_\_\_\_\_ Revision Date: \_\_\_\_\_