



City of Danville, Illinois Position Description

Position Title: ENGINEER III

Classification No. 218

Department: Engineering & Urban Services

Division: Engineering

Type of Position:

Full Time Regular Temporary Overtime Exempt Union
 Part-Time Seasonal Non-Exempt Non-Union

Position Reports To/Supervised By: Director Engineering & Urban Services, Assistant City Engineer.

Position Oversees/Supervises: Contract construction, Utility locates, Material testing, Project Designs, Consultant management, Engineers I and II, Engineering technicians, interns

Position Summary: The general purpose of this position and/or contribution to the department is:

The Engineer III participates and leads efforts in survey, concept design, construction observation, engineering design, inventory management, utility coordination, construction documentation, consultant oversight, project management, cost estimating, report generation, studies, permitting, and agency coordination, economic development, grant solicitations, budgeting, departmental management. The Engineer III does not require supervision and is a resource for implementing, clarifying, and creating departmental standards.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility. In addition to demonstrated competency in the experience items listed below; an Engineer III establishes and enforces departmental standards and policies. The Engineer III supervises complex projects and has technical expertise in one or more areas of municipal engineering.

Education: The minimum educational requirements for this position are:

Employee must hold a Bachelors Degree in Civil Engineering or similar field with related work experience. Performs continuing education requirements to maintain certifications and to gain technical expertise. Is involved in professional organization(s) of mutual benefit to the City.

Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Minimum of 5 years working experience
- General knowledge of municipal engineering concepts
- Relevant college coursework and continuing education certifications
- Project design support
- Construction inspection / documentation
- Survey
- Quantity computations
- Material testing
- Cost estimating
- Manhour projections
- Project engineering
- Project management
- Resident construction engineer
- Survey chief
- Design computations
- Public involvement
- Dispute resolutions
- Project manager
- Lead project engineer
- Programming
- Design expertise
- Consultant negotiations and selection
- Staff supervision
- Budgeting and budgeting projections
- Grant writing and administration
- Economic development
- Public involvement programs
- QA/QC review of departmental work product

Required Skills: The following skills are basic to the functions of this position: Candidates should possess these skills or be able to show their ability to develop these skills within 30 days of their start date.

- Employee must have advanced computer skills including word processing, spreadsheets.
- Employee must have advanced math skills including addition, subtraction, multiplication, division, percentages, interest, geometry, calculus, trigonometry, algebra, and similar concepts.
- Employee must have good verbal and written communication skills.
- Employee must have a working knowledge of surveying equipment, material testing equipment.
- Advanced CADD skills.
- Software customization.
- Survey data manipulation and management
- Construction documentation systems.
- Software selection
- Hardware selection

Required Licenses: The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

- Illinois Class D Vehicle Operators License
- Engineering in Training

Essential Duties and Responsibilities: The following examples are illustrative of the work duties and responsibilities of this position: In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor.

- Construction inspection
- Material testing
- Surveying
- Design engineering
- Utility coordination
- JULIE locates
- Traffic counts
- Permits and inspections
- Sewer capacity analysis
- NPDES (National Pollution Discharge Elimination System) compliance
- Ordinance enforcement
- Studies
- Interdepartmental interaction
- Public communications

Physical Demands: The physical demands shown on the accompanying Chart 3 are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Demands: The work environment characteristics shown on Chart 3 are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information: Employees of the City of Danville are expected to be honest, courteous and helpful to the public and handle matters in confidence. The City Council has adopted a "Code of Ethics" that is applicable to all employees and officers of the City.

Residency Requirements: Employees and Officers of the City of Danville must establish their principal residence in Illinois, within the City of Danville corporate limits within six months following successful completion of their probationary period.

Probationary Period: New employees must serve a 90-day probationary period. Successful completion of the probationary period is based on the employee's ability to carry

out the essential duties and responsibilities of the position as determined by the individual's supervisor and/or department head.

CHART NO. 3 POSITIONS: Superintendent - Inspector – Field Worker/Technician/Code Enforcement Manager

ESSENTIAL PHYSICAL DEMANDS

ACTIVITY	From Table	Job Requires	ACTIVITY	From Table	Job Requires
Walk	3	F	Lower	3	M
Sit	3	O	1. Weight	1	LM
Stand	3	F	2. Height	1	A
Climb	3	O	Crawl	3	M
1. Stairs	3	M	Turn	3	F
2. Ladders	3	O	1. Standing	3	F
3. Scaffold	3	M	2. Sitting	3	M
4. Other	3	C	Carry	3	M
Kneel	3	M	1. Weight	1	LM
Bend	3	O	2. Distance	1	A
Reach	3	M	Handle/Feel	5	N
Push	3	M	Finger Dexterity	5	N
1. Weight	1	LM	Color Distinction	5	N
2. Height	1	A	Visual Acuity	5	N
Pull	3	M	1. Close/Reading	3	C
1. Weight	1	LM	2. Normal	3	C
2. Height	1	S	3. Distance	3	M
Lift	3	M	4. Peripheral	3	F
1. Weight	1	LM	Driving Vehicle	3	F
2. Height	1	A	Operate Lt/Hvy Equipment	3	BN/NA

WORKING CONDITIONS / ENVIRONMENTAL DEMANDS

Primary Work Locations	2	OD	Noise Level	5	N
Other Work Locations	2	ID	1. Vocal	4	MD
Climatic Conditions	5	V	2. Mechanical	4	MH
1. Normal	4	LM	3. Vehicular	4	MD
2. Hot	4	MD	Vibrations	4	NA
3. Cold	4	MD	Atmospheric Conditions	5	N
4. Variable	4	MD	1. Humid	4	MD
Exposure to Hazards	5	BN	2. Wet	4	MD
1. Height	4	LM	3. Dry	4	MD
2. Cramped Quarters	4	L	4. Odors	4	LM
3. Exposure to Burns	4	L	5. Dust	4	MH
4. Electrical	4	LM	Work Relations	NA	NA
5. Mechanical	4	LM	1. Work Alone	3	F
6. Radiant Energy	4	L	2. Work With Others	3	O
7. Toxic	4	M	3. Work Around Others	3	C

KEY TO ABBREVIATIONS AND DEFINITIONS

<u>Table 1 – Weights and Distances</u>	<u>Table 2 – Location</u>	<u>Table 3 – Percent of Time</u>	<u>Table 4 – Exposure</u>	<u>Table 5 - Other</u>
L – Light (0-10#)	ID – Indoors	M – Minimal (Less than 10%)	L – Light	BN – Below Normal
LM – Light to Moderate (10-25#)	OD – Outdoor	O – Occasional (10-25%)	LM – Light to Moderate	N – Normal/Average
M – Moderate (25-45#)	G – Garage	F – Frequent (25-50%)	MD – Moderate	AN – Above Normal
MH – Moderate to Heavy (45-75#)	DV – Driving	C – Constant (over 50%)	MH – Moderate to Heavy	V - Variable
H – Heavy (over 75#)			H - Heavy	SE – Seasonal
S – Small/Short (0’ – 3’)				
A – Average (3’ – 6’)				
T – Tall/Long (over 6’)	NA – Not Applicable			