



CITY OF DANVILLE, IL INTERNAL JOB NOTICE

FOR POSITION OF ENGINEER I

VACANCY CLOSING DATE – 4:30pm Friday, August 2, 2019

Normal Work Hours: 7:30am to 4:00pm

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

The Engineer I participates 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. The Engineer I works under immediate supervision and is learning the standards required to perform the various functions of the department.

Qualifications: The following are considered minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

Education: The minimum educational requirements for this position are:

- Bachelors Degree in Civil Engineering or similar field with related work experience. Employee should have or be able to attain certifications in relative IDOT training courses.

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

- 0 to 2 years work 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

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.

- Advanced computer skills including word processing, spreadsheets.
- Advanced math skills including addition, subtraction, multiplication, division, percentages, interest, geometry, calculus, trigonometry, algebra, and similar concepts.
- Good verbal and written communication skills.
- Working knowledge of surveying equipment and material testing equipment.

Required Licenses: The person holding this position must have the following licenses:

- Illinois Class D Vehicle Operators License.
- Engineering in Training.

Applications and employee transfer requests can be found on the City website, www.cityofdanville.org, and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, or emailed to jamie.white@cityofdanville.org, or deposited in the City Building main floor lobby application box.

Personnel Office: (217)431-2300 Fax: (217)431-2202

EOE