



CITY OF DANVILLE, IL INTERNAL JOB NOTICE

FOR POSITION OF ENGINEER III

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 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:

- Bachelors Degree in Civil Engineering or similar field with related work experience. Performs continuing education requirements to maintain certifications and to gain technical expertise.

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 and have a general knowledge of municipal engineering concepts.
- Relevant college coursework and continuing education certifications.
- Project design support and construction inspection/documentation.
- Quantity computations, material testing, cost estimating, and man-hour projections
- Project engineering and project management.
- Resident construction engineering and survey chief.
- Design computations.
- Public involvement, dispute resolutions.
- Programming and design expertise.
- Staff supervision, budgeting and budgeting projections.
- Grant writing and administration, economic development and public involvement programs.
- QA/QC review of departmental work product.

Required Skills: The following skills are basic to the functions of this position:

- Advanced proficiency level utilizing Microsoft Office applications including Word, Excel, Access, PowerPoint, and Outlook; AutoCAD or MicroStation; the Internet.
- 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.
- Advanced CADD skills and software customization.
- Survey data manipulation and management, construction documentation systems, software and hardware selection.

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

- Illinois Class D Vehicle Operators License.
- Engineer 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
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