



NOW HIRING

**Lead Engineer
Public Works Department**

DESCRIPTION:

The Village of Plainfield is looking to hire a full-time Lead Engineer. Our Lead Engineer provides for planning and construction of municipal projects (roadway, bridge, utilities, buildings, etc.) which includes new capital improvements as well as maintenance activities. As part of these projects, the safety of the public and workforce is accounted for in the contract documents and continually monitored during construction. Additionally, the Lead Engineer ensures that the quality of work on the municipal projects is acceptable and pay estimates fairly represent the work completed. The Lead Engineer also works directly with the Police Department on potential safety issues such as traffic control devices, site, visibility, vehicle speeds, and traffic concerns as required.

ESSENTIAL FUNCTIONS:

- Commits to long hours of work when necessary to reach goals.
- Prepares plans, specifications, and contract documents for public improvements including detailed CADD work.
- Monitors construction activities on public improvements and addresses issues such as safety, workmanship, and scheduling as necessary. Recommend the approval of pay estimates and legitimacy of contract extras.
- Evaluates the condition of the existing roadway network and prioritizes resurfacing needs within the budget and five-year improvement plans. Balances results of our Pavement Management Software with field inspection to provide optimum resurfacing benefit.
- Coordinates with the Police Department on resolving safety issues mainly related to issues within the Village right of way. Part of this task includes contacting outside agencies if the issue needs to be addressed by entities other than the Village of Plainfield.
- Works with outside agencies such as IDOT, Will County, Kendall County, and adjoining municipalities and townships, on current and future project coordination. This includes being a liaison during construction to make sure that Village and residents needs are being adequately addressed.
- Meets with residents regarding individual/specific concerns such as drainage or traffic and provides response or action that is appropriate. Response or action may include immediate response by Public Works or coordination with other entities.
- Attends Village Board meetings and public meetings as required including the preparation of exhibits, presentations, and follow-up documents.
- Reviews engineering plans for public improvements prepared by village hired consultants.
- Reviews site development plans prepared by private developers for conformance to Village Codes.
- Provides overall direction of the Village's Traffic Data Collection Program including the programming, deployment, and downloading of data as well as the analyzation and interpretation of the results.

- Maintains and directs data acquisition for the Village's American with Disabilities Act transition plan regarding sidewalks and ramp configuration.
- Maintains and directs data acquisition for the Village's sign inventory regarding FHWA/MUTCD requirements for retro reflectivity.
- Reviews and prepares Clean Construction Demolition Debris forms as required by the Illinois environmental Protection Agency for work with Village right-of-way.
- Works cooperatively with the Building Department to resolve pre-construction, construction, and post-construction issues on commercial and residential developments.

QUALIFICATION REQUIREMENTS:

- Engineering degree from a four-year college or university with a concentration of Civil or Structural Engineering. An Illinois Professional Engineering license (P.E.) and a minimum of five years of related experience and/or training; or equivalent combination of education and experience.
- Experience with public and private plan review and storm water related review.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- To perform this job successfully, an individual should have, including but not limited to, knowledge of Database software; Design software; Internet software; Spreadsheet software and Word Processing software, CADD (AutoCAD/Micro Station), GIS related programs.
- The applicant shall have a working knowledge of federal, state, and local laws, regulations, and standards.
- The applicant shall be able to pass a pre-employment physical, drug test and background check.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to walk and sit.
- The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

STARTING SALARY

Starting wage is dependent on experience and qualifications.

The position has a pay range of \$105,626,-\$142,595.

BENEFITS

The Village of Plainfield offers a comprehensive benefits package that includes, but is not limited to:

- Medical, Dental, Vision, and Life Insurance
- IMRF (Illinois Municipal Retirement Fund) or Police Pension Program
- Deferred Compensation Investment Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Additional Voluntary Benefits
- Vacation and Personal Day time off
- Holidays
- Sick Time
- Service Awards

HOW TO APPLY

Applications can be found our website www.plainfieldil.gov and can also be picked up at Village Hall 8:00 AM – 4:30 PM, Monday-Friday. Applications will be accepted until the position is filled. Resumes with applications can be sent to: humanresources@goplainfield.com.