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| Date Developed: | 2/19/24 |
| HR Review Date: |  |

 **JOB DESCRIPTION/JOB POSTING**

AN EQUAL OPPORTUNITY EMPLOYER M/W/D

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| **DEPARTMENT:** |  | **PUBLIC WORKS AGENCY** |
| **BUREAU:** |  | **CAPITAL PLANNING** |
| **POSITION TITLE:** |  | **Assistant City Engineer/Assistant Traffic Engineer** |
| **JOB TYPE:** |  |  |
| **PAY GRADE/RANGE:** |  | **Grade 14 $121,694.40 - $182,542.17** |
| **FLSA STATUS:** |  | **EXEMPT** |
| **CIVIL SERVICE STATUS:** |  | **EXEMPT** |
| **OPENING DATE:** |  |  |
| **CLOSING DATE:** |  |  |

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

**NATURE OF WORK:**

This is an administrative and technical position responsible for assisting with the oversight and management of the Capital Planning Bureau and serving as the Assistant City Engineer and Assistant Traffic Engineer. This position will actively participate in the oversight and management of the City’s capital improvement program on projects related to streets, right-of-way, alleys, multi-modal transportation, parks, facilities, water treatment facility, water distribution and sewer conveyance systems. Assists with the development and direction of projects including scope, schedule, budget, design and construction; manages, directs and provides leadership to professional staff administering assigned projects; provides leadership and direction to suppliers of construction services, materials and equipment; acts as liaison between consultants, contractors and City officials; makes presentations to neighborhood groups and/or City Council committees, boards or commissions regarding project plans and progress. Assists with the Bureau’s general operating budget and Capital Project planning, financial reporting and recordkeeping, personnel administration, and supervision of administrative and professional staff.

**ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):**

* Assists with the development and implementation of the City’s capital improvement program.
* Provides technical and professional advice and recommendations to the City Engineer and Director of the Public Works Agency.
* Assists with reviews and processing of private developmental proposals for adequacy of easements, storm drainage facilities, traffic flow and parking in conjunction with the Community Development Department.
* Assists with reviews and processing of Right-of-Way permits (street openings, obstructions, etc.), reviews private development plans for grading, drainage, lighting in conformance with the agency requirements and regulations in conjunction with the Community Development Department.
* Supervises, trains, evaluates, and selects subordinate personnel; provides staff with appropriate training; monitors and evaluates employee performance; conducts performance evaluations; recommends merit increases, disciplinary action and employment status.
* Assists in the development of the Bureau’s annual operating budget and ensures that the Bureau operates within it. Works within the operating budget to establish priorities and define needs.
* Confers with administrative, technical, and maintenance staff to plan activities for maintenance of field operations.
* Assists with the development of management tools for tracking operations and activities, utilizing appropriate computer software.
* Prepares recommendations and implements changes regarding improvement in operations or efficiency of service delivery to the Bureau’s customers and staff.
* Delegates and oversees professional staff project assignments including periodic review and performance analysis. Acts as lead coordinator of major projects to ensure appropriate communication, to keep projects on time and budget targets, and to resolve conflicts that may arise.
* Ensures that subordinate staff comply with administrative policies, procedures, safety rules and governmental regulations.
* Performs project management duties including development of schedules, budgets, studies, long-range plans, construction documents and construction administration utilizing in-house staff, consultants, and contractors.
* Prepares and analyzes project expenditures and financial reports to maintain effective project delivery and budgetary operation.
* Assists in tracking project schedules and maintaining record documents, keeps detailed records and accounting systems; works with Finance and other operating departments on cost and usage issues.
* Evaluates, recommends, and implements project delivery and efficiency improvements.
* Confers with the public, other governmental agencies, City staff, elected officials, consultants, and contractors in a wide variety of disciplines and to resolve design and construction problems.
* Prepares and delivers presentations to a variety of audiences, including City Council and community groups.
* Prepares requests for qualifications/proposals for professional services; evaluates proposals and contracts and drafts recommendations for contract award.
* Responds to and assists with coordination of Bureau emergency response plans.
* Responds to and investigates councilmember and public concerns.
* Prepare contract agreements in conjunction with the Agency Director and City’s Law Department as appropriate.
* Oversees maintenance and enhancement of the City’s records for properties and facilities.
* Prepares documents such as updates, memoranda, contract award recommendations, changes order recommendation, etc., for City Manager and/or City Council approval.
* Assist and coordinate with other City departments as needed in preparation of plans, specifications, and projects.
* Manage design and construction improvement projects for City infrastructure improvements.
* Perform grant writing, scheduling, and budgeting for various projects to obtain funding from outside sources.
* May be assigned to staff Committees, Boards, or Commissions.
* Performs other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

* Must possess a bachelor’s degree in civil engineering or a related field and ten (10) or more years of work experience in project management, operations, and administration related to the above. Master’s degree in engineering, management or public administration preferred.
* Must possess a valid driver’s license and a safe driving record.
* Must be a professional engineer licensed in the State of Illinois or must have the ability to obtain such licensure within six months of employment and maintain it as a condition of employment; Professional Transportation Operations Engineer certification preferred.
* Must be willing and able to obtain a National Incident Management System (NIMS) ICS 100, 200, 300 & 400 and IS 700 and 800 Certification within 36 months of hire and maintain it as a condition of employment.
* Knowledge, skills, and abilities in the following areas:
* Experience planning, organizing, directing, and conducting the administrative and management functions of an engineering division or unit.
* Ability to articulate complex issues in a manner understandable to a lay person.
* Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
* Thorough knowledge of current methods and techniques applied to the design, construction and maintenance aspects of civil engineering and transportation systems.
* Thorough knowledge of the preparation of engineering plans and specifications by staff and engineering firms; thorough knowledge of the principles and practices of site civil engineering and review.
* Ability to supervise and coordinate various engineering aspects of complex construction and/or remodeling projects.
* Sound knowledge and understanding of traffic engineering principles and practices; understanding of parking planning, operations, and management; understanding of transportation planning.
* Thorough understanding of all traffic management and traffic calming concepts, including speed control, stop signs, crosswalks, speed humps, traffic circles, and signalized intersections.
* Ability to review and understand complex traffic studies completed by others.
* Ability to recommend modifications to traffic signal programming for the improvement of user safety and flow of vehicles. Ability to learn traffic signal software, including Synchro.
* Knowledge of Manual for Uniform Traffic Control Devices, AASHTO, and NACTO, and understanding of how to apply standards on IDOT routes, truck routes, arterial, collector and residential streets.
* Thorough knowledge of ADA/PROWAG rules, requirements and practices as it relates to street and right-of-way.
* Thorough understanding of all City of Evanston codes and requirements.
* Thorough knowledge of theory, techniques and methods as applied to the implementation of public sector improvement projects.
* Thorough knowledge of design concepts, contract document development, cost estimation, scheduling and administration for construction projects.
* Thorough knowledge of consultant selection process, techniques, and methods.
* Working knowledge of inspectional practices and procedures in order to appropriately monitor and evaluate project progress.
* Ability to communicate effectively both verbally and in writing, using appropriate grammar, spelling, composition, diction, voice control and presentation skills appropriate to the audience.
* Ability to establish and maintain effective working relationships with consultants, contractors, City staff, elected officials and the general public.
* Skill in directing staff, consultants, and contractors to meet project goals, deadlines, budgets and specifications including the ability to facilitate meetings and lead special project teams.
* Ability to review requests for payment in terms of contract compliance, successful delivery of required services, project budget, and City practices and procedures.
* Excellent problem solving and negotiating skills.
* Thorough knowledge of customer service skills, project delivery methods, communication, and techniques.
* Knowledge of municipal budgeting and finance.
* Ability to learn, understand and incorporate City policies, resolutions, and ordinances, State laws, and Federal regulations into daily activities.
* Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
* Ability to give verbal direction to subordinates and to speak extemporaneously on a variety of subjects.
* Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
* Skill in assessing procedures, practices and/or policies, and in evaluating them for effectiveness and efficiency; ability to make recommendations regarding possible changes or affirmation of current status to a wide variety of audiences, both verbally and in writing.
* Knowledge of theory, techniques and applications of municipal management and supervision, including operation within a unionized and non-unionized environment.
* Skill in dealing with a wide variety of customers, both internal and external; ability to interact effectively and consistently with all customers.

**PHYSICAL REQUIREMENTS OF WORK:**

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 25 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is subject to inside and outside environmental conditions: Inside, the employee has protection from weather conditions, but not necessarily from indoor temperature changes. Outside, the employee will have exposure to hot, cold, icy, wet, humid, and windy conditions caused by weather. The employee may come into contact with water or other liquids. The employee may also be exposed to fumes, noxious odors, dust, mist, gasses, and poor ventilation.

The employee may be exposed to environmental hazards including proximity to traffic, construction equipment, and moving mechanical parts, equipment, and machinery.

**SUPERVISION:**

Under the general direction of the Public Works Agency Director and City Engineer, work is performed independently within general guidelines. Much of the work is self-generated, working within the overall goals and objectives of the Agency. The person will exercise considerable independent judgment and initiative within broad policy limitations. The employee usually decides the proper methods of accomplishing the goals and objectives of the work and is responsible for completing the work in accordance with City policies and procedures.

**PUBLIC CONTACT:**

The employee has regular and frequent contact with division and agency employees, other City employees, elected officials, the general public, including vendors and contractors. Will have contact with employees from outside agencies including, but not limited to, the Illinois Environmental Protection Agency, Illinois Department of Natural Resources, Illinois Department of Transportation, and the Metropolitan Water Reclamation District.

**SELECTION METHOD TYPE OF ELIGIBILITY LIST LIFE OF ELIGIBILITY LIST**

Structured Oral Interview N/A N/A

Qualifications Assessment

***To apply for this position, please apply online at*** [***www.cityofevanston.org***](http://www.cityofevanston.org) ***on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position.  Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.  The City of Evanston is also committed to accessibility for persons with disabilities.  Any person needing mobility or communications access assistance should contact the Human Resources Office at 847-448-8204 (voice) or 847-448-8052 (TTY).*