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| Date Developed: | August 2024 |
| HR Review Date: |  |

**JOB DESCRIPTION/JOB POSTING**

AN EQUAL OPPORTUNITY EMPLOYER M/W/D

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| **DEPARTMENT:** |  | **Public Works** |
| **DIVISION:** |  | **Engineering** |
| **POSITION TITLE:** |  | **Civil Engineer I – Streets & ROW** |
| **JOB TYPE:** |  |  |
| **PAY GRADE/RANGE:** |  | **A32 $42.293- 54.184** |
| **FLSA STATUS:** |  | **Non-Exempt** |
| **CIVIL SERVICE STATUS:** |  | **Non-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 a professional entry-level engineering position focused on assisting senior engineers with various technical assignments, including design support, preparation of construction documents, and supervision of construction activities. The work involves supporting a wide variety of City projects, including roadway and alley reconstruction, utility replacement, sidewalk repair, parking lot improvements, traffic calming, signal design and timing, parking and traffic control studies, street lighting, and pedestrian and bicycle safety. The role will transition into a Civil Engineer II–Streets & ROW position after the employee meets the minimum requirement of three years of professional civil engineering work experience and successfully completes a probationary period of at least one year with the City as a Civil Engineer I.

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

* Assists in planning, designing, and overseeing the construction of municipal infrastructure, including sidewalks, roads, alleys, parking lots, park amenities, stormwater management, and water and sewer systems.
* Supports the supervision and inspection of grading, surfacing, and the construction of drainage structures, ensuring satisfactory workmanship and adherence to plans and specifications; aids in establishing line and grade using survey instruments, keeping notes, and making computations.
* Conducts technical research and utilizes computers to assist in developing solutions to engineering problems.
* Helps ensure compliance with project specifications and Illinois Department of Transportation standards.
* Monitors contractor performance by assisting in the inspection of construction work.
* Contributes to the preparation of engineering estimates for capital improvement projects.
* Assists in the design of roadway services and water mains using engineering software.
* Reviews permit applications for adherence to requirements and standards; communicates with applicants regarding concerns, deficiencies, processes, and the like; assists in the approval of permit applications for various private projects.
* Investigates complaints from citizens, contractors, and the general public; assists in responding and resolving situations in accordance with City standards and parameters.
* Supports the planning, design, and implementation of traffic calming projects.
* Assists in the planning, design, and implementation of multi-modal improvements.
* Contributes to developing and recommending engineering solutions for problem locations and may assist in implementing corrective actions.
* Assists in the preparation and/or evaluation of traffic and parking impact studies.
* Attends community and neighborhood meetings, including evenings and weekends, to listen to concerns, present plans, resolve problems, and the like.
* Utilizes the City’s Geographic Information System to enter data from City infrastructure projects and to obtain data for use in engineering analysis.
* May assist in sewer and water main modeling using engineering modeling software.
* May assist in planning the traffic and parking aspects of special events, such as footraces, parades, sporting events, etc.
* May assist in maintaining or improving the City’s surveying standards.
* May assist in directing field crews in implementing new designs of traffic control and related items.
* May assist in providing direction to City consultants, including but not limited to design and construction professionals as well as material testing firms.
* Drives a vehicle to job sites in various locations around the City of Evanston.
* Performs other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

Bachelor’s degree in Civil Engineering, Environmental Engineering, or substantially similar area from an accredited university. Entry-level professional civil engineering experience, with at least one year of work experience preferred as well as work in a in a municipal or county environment preferred; or any combination of training and experience that provides the following knowledge, abilities, and skills:

* Possess and maintain a valid driver’s license and a safe driving record.
* Working knowledge of civil engineering theory, principles, and practices.
* Understanding of various phases of municipal engineering, MUTCD and Highway Capacity manual.
* Knowledge of various computer software including AUTOCAD, ArcGIS, word processing, and spreadsheet.
* Within 18 months, must obtain National Incident Management System (NIMS) certification in IS-700, IS-800, ICS-100, and ICS-200.
* Knowledge of construction techniques, methods, and materials.
* Ability to coordinate with and give direction to other staff, including professional, technical and support staff; ability to establish and maintain effective working relationships with staff, citizens, contractors, city officials, and the general public.
* Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions.
* Ability to interpret an extensive variety of technical material in mathematical and diagrammatic form; deal with several abstract and concrete variables at one time.
* Ability to read scientific and technical journals, abstracts, financial reports, construction drawings and specifications, contracts, proposals, legal documents, management information reports, safety manuals and rules, personnel rules, City code and related documents.
* Ability to prepare business letters, memoranda, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style that are understandable to the audience to whom the written document is addressed.
* Ability to speak effectively and persuasively, using appropriate diction, articulation, vocabulary, and presence appropriate to the audience to whom the spoken word is addressed.

**PHYSICAL REQUIREMENTS OF WORK:**

Light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Type of physical demands: stooping (bending body downward and forward by bending spine at the waist); kneeling (bending legs at knee to come to a rest on knee or knees); crouching (bending the body downward and forward by bending leg and spine); feeling (perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in the skin); fingering (picking, pinching, or otherwise working with fingers primarily); reaching (extending hands(s) and arm(s) in any direction); handling (seizing, holding, grasping, turning or otherwise working with hands); talking (expressing or exchanging ideas by means of the spoken word); hearing (perceiving the nature of sounds by ear); seeing (the ability to perceive the nature of objects by eye); far vision (clarity of vision at 20 feet or more); near vision (clarity of vision at 20 inches or less); depth perception (ability to judge distance and space relationships so as to see objects where and as they actually are, including safety to oneself and others); field of vision (observing an area that can be seen up and in a given point, when required to see a large area while keeping the eyes fixed); accommodation (adjustment of lens of eye to bring an object into sharp focus, especially important when doing near-point work at varying distances from the eye); color vision (ability to identify and distinguish colors).

**ENVIRONMENTAL CONDITIONS:**

Physical Surroundings - the worker is subject to both inside and outside environmental conditions. There are no environmental hazards indicated for this classification.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid driver’s license and a safe driving record.

**SUPERVISION:**

Work is performed under the general direction of a Senior Project Manager. Assignments may vary from day to day depending on the season and work requirements. Assignments can be either verbal or written with the employee responsible for completing the work according to City work rules and safety regulations. Work is subject to review by a supervisor through ongoing observation, written and verbal communications, meetings, and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules, and OSHA. Additional guidance is provided by federal, state and City traffic sign and control regulations, safety regulations, and sign manufacturing equipment manuals. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

**PUBLIC CONTACT:**

The employee has contact with other City employees and Contractors on a regular basis. The employee may have periodic contact with the general public when in the field and will be required to answer questions and respond to concerns in a professional manner.

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

Structured Oral Interview Category List Two (2) Years

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***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 subject to a qualifying pre-employment medical examination and drug/alcohol screen.**

*The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Human Resources Office at 847-448-8204 (voice) or 847-866-5095 (TTY).*