

CITY OF PARK RIDGE

JOB DESCRIPTION



TITLE:	Civil Engineer	FLSA:	Exempt
DEPARTMENT:	Public Works	REPORTS TO:	Engineering Manager
PREPARED:	October 2004	UPDATED:	January 2024

Position Summary

This position provides engineering work to plan, review, facilitate, and inspect stormwater, construction, utility, and capital improvement projects for the Public Works Department; and to assist with project management.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Prepares plans and all bid documents related to these projects. Coordinates with other agencies to meet the appropriate schedules and budgets.
- Performs quality control and approves inspector daily reports; performs field engineering as required; coordinates with survey crews as needed.
- Provides service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution.
- Communicates on the progress and quality of the work, liquidated damages, or stop in pay if contractor does not follow specifications.
- Reviews of private construction project concepts and site and construction plans for compliance with City standards.
- Updates and maintains various maps regarding changes in public utilities; designs assigned portions of public works projects including streets, sidewalks, water distribution facilities and storm and sanitary sewers.
- Reviews engineering plans and coordinates with consultant engineers for land development projects by applying the current City, IDOT, MWRD, and IEPA standards to those projects.
- Inspects construction projects for commercial and multi-family developments regarding stormwater, parking lots, sewer, water and the public right-of-way per approved design plans.
- Manages projects for the City's sewer lining program by preparing specifications and a bid estimate along with assisting with the City's main replacement and street resurfacing programs by preparing CAD engineering plans and specifications as part of a yearly program.
- Prepares submittals for internal City permits issued by the MWRD for the Infiltration/Inflow Control Program (IICP) by reporting maintenance and inspections of the City's sewer systems.
- Reviews miscellaneous projects for compliance with additions, modifications, and repairs of facilities.
- Provides comments and information to applicants via the Plan Review Report submittal provided by CP&D for miscellaneous projects.
- All other duties as assigned.

Required Education, Experience, Licensing, and Certifications

- Bachelor’s Degree in Engineering, or related field, with two (2) years’ experience as a Civil Engineer or related career.
- Valid State of Illinois Drivers’ License.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.

- This is considered a medium duty position which requires lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds, manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing;
- Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes;
- Operations are 24/7 therefore personnel shall be available/open to be scheduled to work all shifts including weekends, holidays as needed and some hours outside regularly scheduled time.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Name Printed

Name Signed

Date