



NOW HIRING

Development Civil Engineer

Planning & Development

DESCRIPTION:

The Village of Glen Ellyn Planning and Development Department is recruiting for one (1) full-time Development Civil Engineer. The purpose of this position is to act as the Village's designated Stormwater and Flood Plain Ordinance (SFPO) Administrator and to coordinate the engineering review, inspection and close-out of private development projects. The position will provide municipal engineering and other departmental engineering support along with overseeing and administering all aspects of private development within the Village including plan reviews, site inspections, and final approval of public and private improvements; and provide responsive, courteous and efficient services to Village residents and the general public.

ESSENTIAL FUNCTIONS:

- Acts as the Village's official SFPO Administrator coordinating the engineering review, inspection, and close-out of private development projects by both in-house and consultant staff.
- Meets and corresponds with developers, realtors, other agencies, residents, Village staff and elected officials regarding engineering projects and issues; provides resolution to problems during construction.
- Administers Village participation in Community Rating System floodplain program. Monitors status of the program; keeps required records and logs; prepares annual program recertification application; designs and implements upgrades to program to increase Village's score. Determines when projects require submittal of an elevation certificate. Reviews elevation certificates for compliance with National Flood Insurance Program Requirements.
- Plans and implements a public education program regarding floodplain benefits, hazards, safety. Places information in newsletter, on Village website, and creates educational brochures and mailings. Provides flood status letters, including reading various types of flood maps and topographic maps for property owners, potential buyers, and other interested parties for all Village properties.
- Provides drainage inspections of properties upon request; inspects and provides letter or information to property owner on solving problems and making improvements.
- Performs various engineering functions including review of plans; inspection of construction activities; interpretation of maps, plats of survey, and legal descriptions; and engineering

elevation surveys.

- Reviews site development grading, stormwater management, erosion control, and civil engineering plans, calculations, specifications and easements for compliance with applicable Village, County, State and Federal regulations and requirements.
- Develops and oversees the Village's fee-in-lieu of stormwater detention program.
- Attends pre-application meetings at DuPage County as requested.
- Reviews, negotiates, and coordinates the Village's approval of stormwater agreements and stormwater/wetland/conservation related easements and exempt developments.
- Drafts revisions to Village Code relating to stormwater issues as needed. Determines whether proposed projects may need DuPage County County-wide SFPO variations or local amendments.
- Develops and maintains up-to-date Village infrastructure specifications manual/installations policy.
- Writes ordinances and resolutions as requested relating to civil engineering, stormwater, flood plains, wetlands and enforces those ordinances.
- Conducts technical research on engineering issues and prepares reports and recommendations on various technical issues as directed.
- Develops requests for proposals/qualifications/services, oversees the work, and approves payment to civil engineering, wetland, and environmental consultants.
- Performs various civil engineering functions when required, including review of plans; inspection of construction activities; preparation of design drawings for small public improvement projects, interpretation of maps, plats of survey, and legal descriptions; and engineering elevation surveys.
- Manages a variety of projects; prepares a variety of technical studies, reports and related information for decision making purposes; conducts research, analysis and prepares recommendations regarding proposals for programs, grants, services and budgets; analyzes and prioritizes work; schedules and coordinates tasks, tracks progress, solves problems, processes payments and monitors budgets.
- Coordinates the acquisition, tracking, and reduction of Letters-of-Credit (LOC's) for new development projects.
- Interprets and approves Letters of Map Change (LOMC), Letters of Map Revision (LOMR) and Letters of Map Amendment (LOMA) and monitors repetitive loss properties.
- Coordinates Village's process to close-out a private development project and accept new public improvements.
- Assists in code enforcement and legal actions related to private stormwater engineering issues and may testify at public hearings or court proceedings.
- Assists in the preparation of Plan Commission Staff Reports and various agenda packet backup related to engineering issues.
- Attends occasional evening meetings of the Plan Commission/ZBA, Village Board, and other Village Commission meetings as requested.
- May act as a liaison to community groups and other governmental agencies; schedules meetings; prepares agendas and packet materials; provides information as requested and prepares meeting minutes as needed.
- May be required to complete training and provide support and assistance in a crisis situation, as a member of the Emergency Management team for the Village.
- Performs other duties as assigned and required.

SUPERVISORY FUNCTIONS

- Provide functional and technical direction to various Planning and Development staff and engineering consultants hired by the Department.

QUALIFICATION REQUIREMENTS:

To receive consideration for the position, interested applicants must possess a Bachelor's degree in Civil Engineering or equivalent. Candidates must have a minimum of two (2) years of local government experience or any equivalent combination of education, training, and experience which provides the requisite knowledge skills and abilities for this position. Qualified applicants must be an Illinois Registered Professional Engineer, possess certification as a Certified Floodplain Manager (or obtain such within 1 year), and have a minimum of two (2) years' experience in Stormwater and Floodplain Management.

Candidates must also be able to demonstrate knowledge of modern principles and practices of civil engineering, infrastructure design, and Stormwater Management issues in a local government setting. Candidates should have working knowledge of ESRI, ArcGIS and AutoCAD software, and possess strong knowledge and understanding of a municipal government's authority to enact and enforce Stormwater management and subdivision control regulations. Knowledge of DuPage County Stormwater and Floodplain Ordinance, modern principles of civil engineering and knowledge of Village, State and Federal rules, regulations and codes pertaining to development, construction and stormwater management is necessary. Requires ability to read and interpret blueprints, maps and other engineering drawings and specifications and the ability to enforce all applicable stormwater and floodplain rules and regulations. Candidates must possess and maintain a valid Illinois motor vehicle driver's license.

SALARY/BENEFITS:

The starting pay offered for this full-time, exempt position is \$78,690/yr to \$99,142/yr (Grade Q) DOQ, with excellent fringe benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement. The general work schedule is Monday-Friday, 8:00 am to 4:30 pm.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #23-18 – Development Civil Engineer)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The position is open until filled; however, **first review of resumes will begin November 5, 2018.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER