

## **CITY OF BERWYN, ILLINOIS POSITION DESCRIPTION**

**POSITION TITLE:** STAFF ENGINEER, DEPARTMENT OF PUBLIC WORKS  
**SALARY:** \$40,000-\$45,000  
**SCHEDULE:** Full Time Days, Monday – Friday  
**START DATE:** Until Filled

### **PURPOSE OF POSITION**

The purpose of this position is to assist the Senior Engineer and Public Works Department in the day to day activities performed by the Department. These activities consist of a variety of engineer related tasks including but not limited to site inspections, plan review and project design. The work is performed under the General Supervision of the Senior Engineer.

### **ESSENTIAL FUNCTIONS**

Assists in the development and implementation of Capital Improvement Projects and other safety improvements. Assists in the review and preparation of plans, specifications, cost estimates and contracts for engineering projects.

Conducts site inspections on public and private construction projects that include paving, watermain, sewer, drainage, etc.; ensures compliance with approved plans and codes.

Assists with project design and construction projects, performing necessary survey work and field condition investigation.

Assists in the management and oversight of programs administered by the Engineering and Public Works Departments.

Performs drafting work for the department, maintaining and updating all engineering drawings, plans and specifications; maintains files.

Prepares a variety of reports, documents and correspondence. Researches engineering issues, collects data and prepares related reports. Assists with performing traffic counts, equipment operation and other duties as assigned or required.

Requires the ability to communicate orally and in writing with the Senior Engineer and all department personnel, project managers, contractors, consulting engineers, other City departments, residents and the public.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree in Civil Engineering from an accredited four year engineering university. 0-1 year of relevant civil engineering experience including street, water, sewer, stormwater detention, GIS and sidewalk construction or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position. Working knowledge of Microsoft Office products and computer aided drafting software. Position requires possession of a valid Illinois driver's license.

Send resumes via email:

[pw-jobs@berwyn-il.gov](mailto:pw-jobs@berwyn-il.gov)

Or fax to:

708-749-6593