



Position: Assistant City Engineer

Department: Engineering

Status: Exempt

Last Updated: 6/8/2026

Salary Range: \$100,000 To \$125,000.00 Annually

General Purpose: The Assistant City Engineer contributes to the management of the engineering department and practices municipal engineering activities for streets, utilities, and facilities. Assists the Director of Engineering in planning, organizing, coordinating, and evaluating work within the Engineering Department including capital projects and development review. Serves as the main contact for the Engineering Department in the absence of the Director of Engineering.

Supervision Received:

The Assistant City Engineer works under the immediate supervision of the Director of Engineering.

Supervision Exercised:

None.

Duties and Responsibilities:

The Assistant City Engineer shall have the following duties:

- (A) Assist the Director of Engineering to manage, plan, and implement the capital improvement program and development review programs
- (B) Coordinate with management and City staff on completing development reviews including managing processes and timelines
- (C) Ensure the accurate review of plans and completion of reports for residential and commercial private development projects for compliance with City design standards, state regulations and municipal codes
- (D) Ensure the accurate review and approval of right-of-way permits for both City and non-City projects
- (E) Coordinate with management and City staff on completing Capital Improvement Projects, including providing engineering and construction management
- (F) Coordinate, manage, and monitor progress of assigned projects
- (G) Monitor capital project expenditures against authorized budget limits to include design, construction, and staffing costs
- (H) Assist in professional services procurement and contract management process for the preparation of required plans, specifications, and engineering studies, including but not limited to: RFQ preparation and issuance, SOQ scoring/selection or interview panel scoring/selection, and professional services contract preparation
- (I) Prepare and/or oversee the preparation of plans and specifications for City Projects from conceptual design through construction
- (J) Assist contract issuance, management, and closeout
- (K) Administer construction contracts to ensure conformance with plans and specifications and ensure compliance with regulatory and funding requirements
- (L) Prepare and negotiate fees and change orders

- (M) Perform engineering studies and/or manage consultants who perform studies of City infrastructure
- (N) Prepare cost/benefit analysis for plan/project alternatives as needed, and present recommendations to management staff for approval
- (O) Identify potential project funding sources and prepare grant applications
- (P) Coordinate with management staff regularly on projects and provide technical assistance to maintenance and operations staff and other City departments
- (Q) Respond accurately and timely to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- (R) Attend and/or make presentations at City Council meetings, public hearings, and other public education and outreach
- (S) Reliable and regular attendance is required
- (T) Document progress, conduct inspections, and collaborate with the Director of Engineering to maintain project integrity.
- (U) Inspection duties including photographs, field notes, measurements, red-line drawing, payment quantities, review of change orders and pay applications
- (V) Perform constructability review of municipal project prepared consultants on the project plans, specifications and cost estimates.
- (W) Ensure adherence to local, state and federal regulations and codes.
- (X) Document and coordinate solutions with Director of Engineering on any issues during construction that will either require a change order, design change or delay in project schedule.
- (Y) Ensure that materials and equipment received at the project site are properly inspected, stored, maintained, marked, identified and documented.
- (Z) Perform layout duties for items being removed, installed or limits project disturbance, etc.
- (AA) Inspection of daily erosion control items for conformance to the plan's effectiveness in the field.
- (BB) Communicate effectively with contractors, city engineer, and city officials and staff to address any compliance or safety issues discovered during inspections.
- (CC) Attend project meetings to provide insight and updates on construction progress.
- (DD) Recommend corrective actions and follow up to ensure that they are implemented.
- (EE) Any and other duties, as assigned by the Director of Engineering.

Minimum Qualifications

Education and Experience:

- Bachelor's degree in accredited Civil Engineering program.
- Registration as a Professional Engineer (P.E.) in the State of Illinois or ability to obtain registration is preferred.
- A minimum of 2+ years of professional level Civil Engineering work experience is required, with a minimum of 5+ years' experience preferred.
- Proven work experience as a designer, construction inspector or similar role is preferred.
- Ability to read and understand civil roadway and pump station plans and project specifications is preferred.
- Valid Drivers license and the ability to travel to various construction sites.

Knowledge, Skills and Abilities:

- Knowledge of complex and modern civil engineering as applied to municipal Public Works projects and developments.
- Ability to coordinate, manage, and track multiple projects activities on several projects concurrently.
- Skilled in managing design and construction of capital improvement projects including budget, schedule, scope, and project risks.
- Excellent communication and interpersonal skills
- Ability to act ethically and exhibit integrity in interactions with staff, council and member of the public.
- Demonstrates skilled interactions with City elected officials, state, county and municipal government officials, other City staff, developers, contractors, and outside consultants, engineering professionals, auditors and other business-related individuals or agencies.
- Demonstrates skill in work with the City Attorney on legal matters affecting the operations of the City.
- Ability to prepare and operate within the constraints of a budget.
- Ability to prepare reports and properly maintain organized office files and records.
- Knowledge of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat and the ability to learn other software as needed.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to perform basic math skills and tabulate data to create spreadsheets.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity and tactfulness.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.
- Prepares and submits reports maintaining compliance with State and Federal agencies.
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to work in the field on a variety of civil engineering and public works projects including traversing uneven terrain, operating a motor vehicle and visit various City sites.
- Ability to visually inspect assigned projects.
- Ability to read printed materials.
- Ability to hear and verbally communicate in person and before groups.
- Mobility allows frequent conduction of inspections to identify problems and hazards.
- Ability to, on occasion, lift, carry materials and objects up to 35 pounds.

Physical Demands and Working Conditions:**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Working Conditions

May work either indoors or outdoors as required. Repeated interruption of the work routine may occur. May be exposed to extremes in temperatures, chemicals, direct sunlight, dust, pollen, machinery or its moving parts, noxious fumes, May be required to walk in or around construction sites and may encounter

hazards such as open ditches, vaults, manholes, heavy machinery, hazardous gases, excessive noise, and vehicle traffic. May be required to wear protective clothing or equipment in the performance of duties.

Weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload or the need to complete time-sensitive work. Employees working in this position may be required to work on some Saturdays, Sundays, and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions and at all hours of the day.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.

Department Head

Date

Asst City Administrator/HR Director

Date

City Administrator

Date