



## **JOB DESCRIPTION**

**POSITION TITLE:** Staff Engineer  
**REPORTS TO:** Village Engineer  
**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Public Works  
**FLSA CATEGORY:** Exempt  
**PAY TYPE:** Salary - Grade 8

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### **POSITION SUMMARY**

This position involves engineering work in both the office and the field. The work involves performing engineering work in connection with the design, construction, and inspection of public works projects. The position requires preparation of plans, CAD drafting, construction inspection, and interaction with residents, developers, and contractors. This position reports directly to the Village Engineer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Computer Aided Design (CAD) using AutoCAD Civil 3D
- Prepares plans, specifications and estimates for projects such as streets, sidewalks, trails, parks, parking lots, roadway rehabilitations, water, sanitary and storm sewer.
- Conducts engineering field investigations and provides engineering solutions.
- Reviews utility service permits, erosion control permits, driveway and culvert permits, work in right of way permits, and subdivision and other development reviews.
- Performs erosion control, utility service, and driveway permit inspections to ensure permit and code compliance.
- Performs culvert and inlet inspections and PASER rating analysis.
- Performs construction inspection on capital projects to ensure compliance with plans, code, specifications, and contract provisions.
- Mapping using CAD and GIS
- Completes topographical surveys, construction staking, and GIS data collection.
- Consults with other Village departments, various agencies and groups regarding public works matters.
- Attends conferences, workshops, and seminars regarding public works matters.
- Regular attendance and punctuality required.
- Types reports, correspondence and other materials related to Public Works Infrastructure.
- Answers office telephone. Provides information to callers and visitors.
- Other related duties as assigned.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

### *Knowledge of*

- Knowledge of technical methods and practices of municipal civil engineering, surveying, inspection, construction practices and computer aided drawing.
- Knowledge of and the ability to use applicable industry software, computer programs and other applicable technologies.
- Thorough knowledge of mathematics, including trigonometry.
- Pertinent Federal, State, and local laws, codes, and regulations.

### *Ability to*

- Ability to create plans and maps with proficiency in computer aided drafting and design.
- Ability to make accurate field and office computations.
- Ability to read and interpret engineering plans and specifications.
- Ability to keep accurate field notes and plot information.
- Ability to conduct engineering field investigations and use engineering knowledge to determine the best solution.
- Ability to deal courteously and tactfully with the public.
- Must display ability for accuracy, neatness and good judgment.
- Ability to develop and maintain effective working relationships with superiors, contractors, other employees and the public.
- Ability to communicate effectively, orally and in writing.

## **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Bachelor's Degree in Civil Engineering is required.
- Wisconsin Engineer-In-Training Certification or ability to obtain within one year.
- At least two years of progressively responsible engineering experience including: design/drafting, surveying, public works inspection, and working knowledge of AutoCAD Civil 3D.
- Valid Wisconsin Driver's License at the time of employment.

## PHYSICAL DEMANDS

- Walking over rough, uneven or rocky surfaces while working in a variety of weather conditions required.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to attend evening meetings and work nights on occasions
- Ability to lift 50 pounds on an occasional basis.

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*The Village of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

*Village Board Approval: 3/14/2022*