



JOB POSTING

Senior Engineer – Engineer Programs & Services Division

The Village of Orland Park a dynamic and progressive community of approximately 57,000 residents is a regional destination in the south suburbs and ranks #5 in total retail sales out of all of the Chicagoland Communities (excluding Chicago). In addition, Orland Park has received a number of accolades including: ranked as one of the Best Places to Live by Chicago Magazine (2013), named Village of the Year by the Home Builders Association of Greater Chicago (2014) and the 9750 on the Park Transit Oriented Development was named Best Building by the Congress for New Urbanism, Illinois Chapter.

The Engineering and Program Services Division seeks a **Senior Engineer** to conduct engineering plan reviews to include residential, commercial, and mixed-use developments, and implement engineering, transportation, storm water, and development plans in accordance with industry's best and acceptable practices, as well as the Village codes and standards.

This highly responsible position will provide insight and skill that will continually enhance our community. Responsibilities include the coordination and communication among various county, state and local governmental entities (e.g., MWRD, IDOT, Cook County), permitting agencies, engineering consultants, contractors, and internal staff and Village departments, on the timely review, approval and completion of new, improvement, and/or re-development projects; tracking and monitoring project bonds or letters of credit as related to development projects; scheduling, coordinating and facilitating pre-construction meetings for engineering, transportation, storm water, and development or capital improvement projects; preparing 'Request for Qualifications' (RFQ) and 'Request for Proposals' (RFP) documents for various types transportation and infrastructure projects; reviewing engineering reports, letters, plans, sketches, and potential engineering solutions prepared by consultants and developers and prepare appropriate written responses in advance; reviewing and discussing work progress and scheduling with contractors, consultants and team members and make adjustments as needed; and inspecting various projects in the field to ensure design and engineering compliances. Identify issues or problems associated with various projects/plans and provides clear and concise direction on how to resolve.

Additional duties include assisting residents by responding to their questions and resolving complaints via emails, phone calls, and/or in-person meetings; applying and/or coming up with cost saving techniques/ideas wherever possible and/or appropriate; and reviewing EOPC's submitted by developers for thoroughness and accuracy; developing and maintaining both design and construction schedules and Engineer's Opinion of Probable Cost (EOPC) documents for various infrastructure projects; and ensuring projects are completed on-time and within budget.

This important role will also collaborate with various internal departments and exterior agencies on the development of future improvement projects; assist in providing recommendations to Department Directors, the Village Manager and the Village Board relating to transportation and various engineering issues; advise on the need for plans, studies, and policies, retainage of consultants; coordinate the work of consultants, as assigned or as may be required; prepare and deliver verbal, written, and graphic presentations, as well as staff reports for the Committee of the Whole and Board of Trustees meetings; and attend staff, Committee, Board and other public meetings as necessary; attend seminars, workshops, and conferences, in order to maintain professional skills.

The Senior Engineer will also provide assistance to the Engineering Programs and Services Department Director in the management of projects, proposals, cost estimates, selection of consultants/contractors, as well as other duties as assigned.

The ideal candidate is a current leader in the engineering field and a confident, proactive, and collaborative professional. This individual will have 3-5 years of progressively responsible, related experience, in addition to a thorough knowledge of the principles and practices of engineering, transportation, water, storm water management and design, planning, and site development. Must have the ability to prepare plans and reports, establish and maintain operational records, research and analyze information, and to make recommendations based upon such analysis.

The ability to maintain confidential information, work within time constraints and meet deadlines, along with the ability to provide verbal and written instructions to others is required. Must have strong interpersonal and organizational skills.

We also require a bachelor's degree in Civil Engineering or related field from an Accreditation Board for Engineering and Technology, Inc. (ABET). A Master's Degree in Engineering or a closely related field is preferred. Professional Engineer (PE) License in the State of Illinois is required. Proficiency in Microsoft Office is required. Municipal experience is a plus.

Salary: \$105,000 DOQ. This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes multiple medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with options through Nationwide, ICMA-RC, Mass Mutual, or AXA Advisors are also available. The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates may upload a resume and complete an online application by visiting our career portal at www.orlandpark.org/jobs.