

<p>City of St. Charles Position Description</p> 	<p>Position Title</p>	<p>Development Engineering Division Manager</p>				
	<p>Department</p>	<p>Community & Economic Development</p>	<p>Division</p>	<p>Development Engineering</p>	<p>Section</p>	
	<p>Full/Part Time</p>	<p>Full Time</p>	<p>Union</p>	<p>Non-Union</p>		
	<p>Reports to</p>	<p>Director of Community and Economic Development</p>	<p>Positions Supervised</p>	<ul style="list-style-type: none"> • Project Coordinator, Inspections • Civil Engineering Intern/Co-op 		
	<p>FSLA Status</p>	<p>Exempt</p>	<p>Salary Grade</p>	<p>G</p>		

Position Description Overview

This position, under the general supervision of the Director of Community & Economic Development, is responsible for planning, coordinating, and supervising all aspects of Development Engineering in accordance with the Municipal Code(s)/Policies of the City of St. Charles.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Oversee, plan, and supervise the work of the Development Engineering Services Division.
2. Perform and coordinate consultant reviews of plans and specifications, studies and inspections as required for all development and redevelopment within the City. Communicate code requirements and findings with developers and/or their consulting engineers concerning improvements. Resolve conflicts and concerns regarding improvements in an independent and expeditious manner.
3. Perform and oversee in-depth review and inspection of annexation and PUD agreements associated with new subdivision development and site development, and site plans of nonresidential parcels within the corporate and planning jurisdictional boundaries of St. Charles.
4. Coordinate with the Public Works Department on plans, specifications and construction inspections of site development and public works related projects (including sanitary sewers, storm sewers, detention areas, water mains, streets, curbs, gutters, sidewalk, etc.). Provide assistance as requested by the Director of Public Works.
5. Develop long-range plans and objectives to assist in the preparation and administration of the annual and extended four-year budget. Meet all reporting requirements in an accurate and timely

manner, record operating data, and maintaining all records pertaining to operational activities.

6. Respond to citizen inquiries and/or concerns relative to the operations and services of City infrastructure (sewer, water, roads, drainage, floodplains, etc.).
7. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulations and ethical standards.
8. Assist with personnel matters such as hiring, promotion, and discipline, and termination.
9. Assist with damage assessments within the City as identified in Appendix E of the City of St. Charles Emergency Operations Plan.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Keep abreast of new developments and techniques in civil/municipal engineering as it relates to transportation/traffic, sewer collection, water distribution, and storm water management through membership in professional organizations and attendance at technical conferences and seminars.
2. Prepare and execute the Development Engineering Division budget.
3. Oversee the storing, updating, revising, coding, categorizing, and preserving of City engineering mylars, prints, specifications, design and field calculations, etc.
4. Supervise land survey and traffic collection work, including analysis of data and offer recommendations.
5. Prepare and oversee preparation of public records including plats, easements, vacations, dedications, ordinances, reports, etc.
6. Participate in Plan Commission, City Council, and Committee meetings or other meetings as necessary or as deemed necessary by the Director of Community Development.
7. Aid in the development of new technical ordinances. Review and update existing City ordinances.
8. Review and make recommendations on the disposition of engineering consultant selection and payment.
9. Administer the Improvement and Maintenance Financial Guarantees for subdivisions.
10. Administer the Kane County Stormwater Management Ordinance as it applies to development within the City of St. Charles.

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Comprehensive knowledge and understanding of administrative principles and practices including budgeting, personnel, and record keeping. 2. Thorough knowledge of the principles and practices of civil engineering.
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Effective written and verbal communication skills including the ability to read, interpret, and explain complex concepts and requirements clearly and concisely, both verbally and in writing. 2. Skill in the use and operation of a personal computer, including software programs such as Windows, Word, Excel, Access, etc.
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges. 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees.

	<ol style="list-style-type: none"> 9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver's license. <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to perform difficult engineering computation and to make comprehensive technical recommendations for solutions to problems. Ability to communicate recommendations and solutions effectively to other City personnel, residents, developers, and elected officials. 2. Ability to work independently within the policies established by the Director of Community Development. 3. Ability to plan projects and programs, perform design and construction surveys, and prepare engineering design and inspections. 4. Ability to prepare cost estimates, bid documents and specifications.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. Bachelor's degree in Civil Engineering required. 2. Possession of a Professional Engineering License from the State of Illinois or the receipt of one within twelve (12) months of commencing employment. 3. Eight (8) years of Civil Engineering experience. 4. Five (5) years of supervisory experience. 5. National Incident Management System (NIMS) training as required. 6. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.

	4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<i>Position-Specific</i> <ol style="list-style-type: none">1. Physical ability to lift up to 25 pounds.2. Physical activity involving using a pick to move a manhole cover.

Position Description Acknowledgement

Position Title	Revised/Updated
Development Engineering Division Manager	3/26/15

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date