

**Date posted: March 25, 2015**

**City of St. Charles  
Employment Opportunity  
Development Engineering Division Manager  
Full-Time**

**Job Description**

This position 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. The position reports to the Community & Economic Development Director. Attends and participates in evening meetings of the Plan Commission and City Council Committees as necessary for development matters.

This position will perform and coordinate engineering and technical reviews of plans and specifications; any required studies and inspections for development projects in St. Charles as pertains to the City's planning and building permitting processes; communicate code requirements and findings with developers and/or their consulting engineers concerning infrastructure improvements; coordinate with the Public Works Department on plans, specifications and construction inspections of site development and assist on public works projects; provide oversight of certain permit activities such as fence permits and right-of-way permits and administration of the City's Tree Preservation code; 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 and maintain records pertaining to operational activities and financial guarantees; and respond to development related inquiries and/or concerns relative to City infrastructure (sewer, water, roads, drainage, floodplains, etc.).

Supervisory responsibilities include establishing performance standards; training; 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. This position supervises the Development Engineering Project Coordinator.

**Requirements**

Comprehensive knowledge of the principles and practices of Civil Engineering is required to perform difficult engineering computation and to make comprehensive technical recommendations for solutions to problems. General knowledge of the principles and practices of municipal planning and subdivision regulation is required, as well as strong oral and written communication skills. Applicants must possess the ability to exercise independent professional judgment in planning their work, analyzing problems, making decisions, and recommending solutions. Also required are computer skills including word processing, spreadsheet applications and the ability to use GIS to find and display information.

The City is seeking applicants with 8 years of Civil Engineering experience and 5 years of supervisory experience. A Bachelor's degree in Civil Engineering and possession of a Professional Engineering License from the State of Illinois (or receipt of one within 12 months of hire) is required. If selected, successful completion of a thorough background check, physical, functional capacity evaluation, and drug screen are required.

**Salary**

Starting pay will be commensurate with experience. Excellent benefit package provided.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) no later than April 15, 2015.**

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

**The City of St. Charles is an Equal Opportunity Employer.**