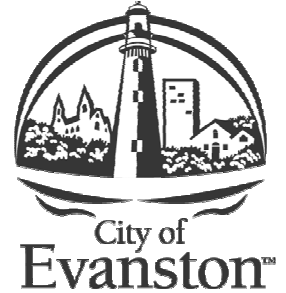


**CITY OF EVANSTON**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D



**JOB OPPORTUNITY**  
**FOR ALL QUALIFIED INDIVIDUALS**

**Posting Date: July 10, 2008**

**Closing Date: July 24, 2008**

**Civil Engineer I**  
**Public Works Department, Transportation Division**  
**\$56,140 to \$69,049/annually**

**NATURE OF WORK:**

Under direct supervision, performs basic Civil Engineering duties of a routine nature involving design and construction inspection of various engineering projects such as 50/50 sidewalk, ADA ramps, block curb replacement, simple sewer rehabilitation and traffic signal projects, usually limited in scope and complexity; performing topographic survey and drafting using AUTOCAD and communicating with citizens and contractors to coordinate projects.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Acts as instrument person or note keeper on location in topographic surveys. Prepares field notes and makes calculations. Participates in field surveys of undeveloped land such as alleys.
- Inspects, directs execution of grading, surfacing, and construction of drainage structures for satisfactory workmanship and adherence to plans and specifications. Assists in establishing line and grade work by using surveying instruments, keeping notes and making computations.
- Performs drafting work for preparation of construction or design plans.
- Performs field inspection of curb/sidewalk & accessible ramp construction, inspects contractors work on alley and street construction projects as required. Assists CE II & CEIII in preparation of plans, specifications and cost estimates.
- Performs project filing, maintaining engineering records/ database and other duties as required or assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Bachelor's degree in Civil Engineering
- Two (2) years of professional civil or engineering experience.
- Knowledge of professional civil engineering methods, procedures and techniques.
- Ability to use standard civil engineering tools and equipment.
- Ability to communicate effectively orally or in writing and to establish effective working relationships with other department staff members, contractors and the general public.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
- Ability to work with exponents and logarithms, linear equations, mathematical induction and binomial theorem, and permutations. Ability to apply concepts of analytic geometry, differentiation and integration of algebraic functions with applications. Ability to apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis.
- Ability to read technical journals, abstracts, financial reports, blueprints and specifications, contracts, proposals, legal documents, management information reports, safety manuals and rules, union contract and work rules, personnel rules, City code and related documents.
- Ability to prepare business letters, memoranda, summaries and reports using proper grammar and punctuation; ability to speak effectively and persuasively, using appropriate vocabulary and style that are understandable to the audience being addressed.

**PHYSICAL REQUIREMENTS OF WORK:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.  
Type of physical demands: stooping; kneeling; crouching; feeling; fingering; reaching; handling; talking; hearing; seeing; far vision and near vision; depth perception; accommodation; color vision.

The worker is subject to both inside and outside environmental conditions.  
No environmental hazards indicated for this classification.

**SUPERVISION:**

The employee works closely with Senior Engineer, Engineering Section and other staff on matters relating to topographic survey, 50/50 sidewalk & block curb program, ADA Ramps and Block sidewalk Programs and similar transportation projects. Communication with contractor, residents and businesses is required. Guidance is provided via on the job training, State and City Code, City policies and procedures, status of projects, and meetings. Work is evaluated at least annually with respect to technical knowledge, communication skills, customer service, ability to work productively and effectively with employees at all levels of the organization as well as the community, business and other similar groups, and the general public, and performance in accordance with this classification standard.

**PUBLIC CONTACT:**

The employee has regular and frequent with the general public, business owners, contractors and other City staff members.

<b><u>SELECTION METHOD</u></b>	<b><u>TYPE OF ELIGIBLE LIST</u></b>	<b><u>LIFE OF ELIGIBLE LIST</u></b>
Structured Oral Interview Practical Exam	Category Group	Two (2) Years

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.

Send to: City of Evanston  
Department of Human Resources  
2100 Ridge Avenue  
Evanston, IL 60201-2798

*Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.*