



JOB DESCRIPTION

Department	Engineer
Location	Village Hall, 9915 39th Avenue, Pleasant Prairie WI 53158
Job Title	Civil Engineer
Classification	Salary/Exempt
Pay Range	\$55,200.00 - \$69,000.00 (Entry – further salary details below)

Job Summary

The Civil Engineer position is a full-time, professional position within the Village of Pleasant Prairie's Engineering Department and reports directly to the Village Engineer. Under the general supervision of the Village Engineer, this position supports with the planning, design, bidding processes, transportation planning, construction, and inspection of various engineering projects. Incumbents will provide technical management, excellent customer service, and demonstrate strong ethical, professional, and service-oriented support. This position is regularly scheduled Monday – Friday 7:30 a.m. to 4:30 p.m.

Job Duties

- Assists the Village Engineer with project planning, budgeting, scoping, design, specification, and bidding of municipal engineering projects, including but not limited to, roadways, storm water systems, sanitary sewer systems, and water system infrastructure.
- Assists in the preparation of, special assessment schedules, maps, and engineering reports for public improvement projects.
- Inspects current projects to ensure that items are being installed, built, and constructed correctly and that all specifications and uniform standards for design and construction are being met.
- Coordinates projects with other Village departments, employees, agency officials, businesses, and residents.
- Completes reports and conducts tests required by government agencies.
- Ensures proper record keeping is conducted on all engineering projects and drawings for public and private infrastructure in accordance with Village requirements.
- Utilizes computer aided drafting software such as AutoCAD to draft construction plans and details as related to engineering design of public infrastructure.
- Supports the day-to-day citizen and developer inquiries and investigates complaints.
- Provides engineering support, effectively communicates, resolves issues, and establishes positive working relationships with Village officials, employees, and the general public.
- Adheres to all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Engineering Department.

Salary Information

- Civil Engineer - Entry Level (0+ years of experience) – \$55,200.00 - \$69,000.00
- Civil Engineer II (3+ years of experience) – \$67,200.00 - \$84,000.00
- Senior Civil Engineer (5+ years of experience) – \$79,200.00 - \$99,000.00

Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that may require regular standing, walking, stooping, crouching, kneeling, climbing, or sitting.
- Occasionally will require pushing, pulling, lifting, and/or carrying a range of weight up to 85 pounds.
- Frequent operation of a computer, phone, copier, and other office equipment.

Requirements - educational, certifications and experience

- Bachelor's degree, or expected to graduate in, an ABET accredited program in Civil Engineering or closely related engineering field.
- Possesses, or has the ability to obtain, a PE (Registration as a Professional Engineer in Wisconsin) or an EIT (Engineer-in-Training) license.
- Internship or municipal civil engineering experience is preferred.
- Familiarity with Microsoft Office applications, AutoCAD, and GIS software.
- Possesses strong interpersonal, technical management, and customer service skills.

- Other combinations of education, training, and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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