



DuPage Water
Commission

30 YEARS OF SERVICE
Pure. Essential. Stewardship.

EMPLOYMENT SOLICITATION

Project Engineer

Date of Posting: December 18, 2024

The DuPage Water Commission (DWC), operator of the second largest waterworks system in Illinois, is seeking a Project Engineer to manage a wide variety of projects critical to providing essential water service to the 1M citizens and businesses within DuPage County.

Summary:

Under the direction of the Manager of Engineering & CIP, the Project Engineer is responsible for the capital construction programs including management and maintenance of the pipeline corrosion protection system, pipeline, pumps, motors, electrical, and building construction. Additionally, the Project Engineer supervises, directs, and evaluates the work of active engineering agreements and/or Task Orders with consultants.

Primary Duties and Responsibilities:

- Coordinate, review, and supervise the creation of design drawings and documents of proposed facilities, bid solicitation processes, and bid reports and recommendations.
- Coordinate project scheduling and budgeting for the CIP.
- Coordinate, review, and/or supervise as appropriate any contract work, contract change requests, development of drawings of record, contract dispute resolution between contractors, consultants, and the Commission, as well as any contract pay requests. Position will also make appropriate recommendations to the General Manager.
- Coordinate the involvement of other Commission managers and supervisors in the construction process.
- With the assistance of Legal Counsel and other consultants, position will be responsible for developing contracts and technical specifications for department projects.
- Supervise the activities of consultants and contractors working for the Commission and provide reports and recommendations to the Manager of Engineering & CIP.
- Coordinate work and activities with other departments, contractors, customers, and service personnel.
- Assist in the preparation of items for monthly board meetings and provide reports as requested.

- Prepare weekly status reports and attend monthly board meetings, as required.
- Propose items for inclusion in annual budget and Five-Year CIP.
- Ensure timely communication and response to internal and external requests throughout the workday.
- Assist with management and oversight of Engineering interns and other temporary workers, including field observational staff, consultants, and vendors.
- Perform other duties as required or assigned which are reasonably within the scope of the duties as outlined above.

Education, Experience, & Licensing Requirements:

Education:

- A bachelor's degree in civil engineering or a related field from an ABET-accredited school is required.

Experience:

- Three to five years of experience in municipal infrastructure design, construction, and operation with emphasis on construction management.
- Minimum three years of experience in construction project administration.

Licensing Requirements:

- Must possess a valid Illinois driver's license.
- Illinois Class C water license preferred, but not required.
- Possession of EIT/FE and ability to procure a PE license within 5 years is desired.

Skills, Knowledge, and Abilities:

- Ability to read, write, and speak English fluently.
- Advanced knowledge of engineering and construction disciplines and the ability to understand cross-discipline interactions.
- Knowledge of public water supply system design, construction, and operation.
- Ability to learn and effectively use Computerized Maintenance Management System software.
- Ability to communicate verbally and in writing calmly, professionally, and effectively with consultants, contractors, customers, and the public.
- Knowledge of computer-based software programs such as word-processing, spreadsheets, project scheduling, Geographic Information Systems (GIS), and AutoCAD.
- Knowledge of and experience with cathodic protection systems is desirable.
- Ability to maintain confidentiality as appropriate.
- Ability to deal with members of the Board of Commissioners, staff, and the public in a helpful, calm, and efficient manner.
- Ability to learn, understand and adhere to all applicable Commission established safety precautions and procedures.

Safety Responsibilities:

- Follow all Commission established safety policies and procedures and conduct activities in a safe manner.
- Inspect personal tools, equipment, and work area to identify any potential safety hazards, and follow-up on corrective actions to eliminate such hazards.
- Voice any safety concerns to supervisor or Safety Coordinator.
- Recommend new safety policies and procedures to enhance workplace safety.

Physical and Medical Standards:

- Ability to take and pass an annual physical exam is both a prerequisite and ongoing standard requirement of this job.
- Ability to work outdoors daily in the elements for extended periods of time, including occasional severely inclement weather.
- Routine standing, walking, reaching, stooping, crouching, twisting, bending, crawling, and climbing stairs and ladders.
- Ability to perform occasional work in excavations, confined spaces, and elevated surfaces.

Working Conditions and Environment:

The Project Engineer will spend their time working in an office environment at the DuPage Water Commission Administration Building or drive Commission vehicles for business related purposes to and from work at various construction sites or construction offices.

Oils and other slippery fluids and substances occasionally can be found in various locations. High voltage electrical transformers and equipment exist in various locations. Exposure to potentially hazardous chemicals, such as but not limited to, sodium hypochlorite, solvents, and cleaners which may be utilized throughout Commission facilities or in the field.

Maintenance or repair work may also require the use of arc-rated protective clothing, personal protective equipment (PPE), including but not limited to hard hats, safety footwear, hearing protection, and respiratory protection devices.

Some job duties may require work near or in electrical panels where exposed conductors carrying potentially hazardous electricity above 50 volts are present.

Working Hours and Benefits:

- Full-time, exempt position, forty (40) hours per week minimum (in-person/onsite) though, as a condition of employment, this position is expected to be available to work any hours, including those outside normal business hours, as required by the Manager of Engineering & CIP, General Manager or their authorized representative.
- Competitive paid-time-off benefits, including vacation, personal and sick time.
- Illinois Municipal Retirement Fund (IMRF) pension participation.
- Optional 457 Retirement Saving Plan participation.
- PPO Health Insurance, Dental Insurance, Vision Insurance, and Life Insurance.
- Health Savings Accounts and Flexible Spending Accounts.
- Tuition Reimbursement Program.
- Payment of professional licensing fees, continuing education, and training.

- Compensation/Hiring Range: \$90,000-\$120,000, dependent upon qualifications and experience.

Interested candidates should submit a resume and cover letter to hr@dpwc.org. Candidates selected for an interview will be required to complete a DuPage Water Commission employment application. If mailing regular UPS mail or hand delivering, please send to: Human Resource Department, DuPage Water Commission, 600 E. Butterfield Road, Elmhurst, IL 60126.

Any employment offers made on behalf of DuPage Water Commission are contingent upon satisfactory results of a required pre-employment background check, drug screen, and physical exam.

Please direct any questions to hr@dpwc.org.

For additional employment opportunities with the DuPage Water Commission, please visit the DWC website at www.dpwc.org/employment-opportunities.