

Deputy Village Engineer

Premier Solutions Group has an opening for a direct hire position with the **Village of Mount Pleasant, WI**. Mount Pleasant is a rapidly growing village in Racine County, in Southeast Wisconsin.

Salary Range is \$86,396.00 - \$93,308.00 per year based on education and experience.

GENERAL FUNCTIONS: Under general direction of the Village Engineer, schedules, organizes plans in the implementation of technical engineering activities. Duties and responsibilities include but not limited to: evaluates and develops recommendations to the Public Works Committee, manages the budget, directing activities, scheduling projects, compiling and generating reports, development of short and long term planning, and coordination with local and state agencies, and consultants.

BASIC DUTIES AND RESPONSIBILITIES:

- Develop Implementation, and oversight of Public Works improvements.
- Draft and or scope Public Works projects including road construction, road improvements, water main installation, sidewalk replacement, assist in storm & sanitary sewer construction, and other related Public Works improvements.
- Prepare and or review specifications, contract and bid documents, cost estimates for Public Works projects and project budgeting. Including assisting storm and sanitary utilities.
- Prepare and provide related departmental budgets under the direction of the Village Engineer.
- Prepare and facilitate documents for solicitation of service contracts and selection. Including assisting storm and sanitary utilities.
- Manages and directs Public Works service contracts and projects. Including assisting storm and sanitary utilities.
- Manages project files to comply with requirements for various funding sources.
- Attend and facilitate presentations to the Public Works Committee, Finance Legal & License, and the Village Board. Assist with attending, presentation and facilitation to the Storm Water Drainage Commission.
- Facilitate and attend Public Information Meetings (PIM).
- Coordination and communication between departments (Sanitary and Storm Utilities, Building, Planning, Parks, Highway and Vg Clerk).
- Communicates, coordinates, facilitate with other local governments, county, State (Racine Co., SEWRPC, DOT, & DNR) and Federal agencies for planning permitting and management of projects.
- Updates and maintain various Village maps and data.
- Reviews and comments on plats, and street and utility construction plans and specifications for proposed private development of public infrastructure.
- Responds to citizen inquiries and complaints.
- Reviews contractor payment requests for accuracy—facilitate payment
- Review Contractors applications for Pre-Qualification-recommend for Administrator approval.
- Review and execute Village Road Opening and Fill Permits.
- Performs construction observation of public improvement projects and maintains records thereof.
- Identifies applicable funding and grant programs and prepares applications for same.
- Knowledge and implementation of applicable Village Ordinances, State and Local Codes.
- Performs management functions to related to department staff as designated (train, oversight and direction).

REQUIRED KNOWLEDGE & QUALIFICATIONS: Knowledge of best practices in civil engineering, public infrastructure design & construction, the Village of Mount Pleasant Code of Ordinances, Standard Specifications and any applicable State and Federal regulations regarding engineering standards.

REQUIRED EXPERIENCE OR CERTIFICATIONS:

- Bachelor's Degree from an ABET accredited university with a focus on civil engineering or related field
- At least 7 to 10 years of experience in project management, surveying, plan preparation and technical drafting.
- Proficient with the use of Geographic Information Systems and Global Positioning System data collection and Microsoft software i.e. Word and Excel.
- Licensed Professional Engineer in the State of Wisconsin

REQUIRED SKILLS & ABILITIES

- A valid State of Wisconsin Driver's License or has the ability to obtain.
- Ability to exercise sound judgment.
- Ability to display initiative.
- Prioritize work load independently.
- Skills in diplomacy and interpersonal relations
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to read, understand and process routine and complex information in written form
- Ability to evaluate and/or make independent decisions.
- Skilled in recognizing problems, identifying alternative solutions, and making appropriate recommendations.
- Ability to organize individuals of diverse needs toward a common goal.
- Skill in program administration.
- Skilled in managing change and sensitive topics.
- Skilled in adapting to rapidly changing environments.
- Skilled in coordinating and executing multiple tasks.
- Ability to keep records and prepare budgets, reports, and capital improvement plans.
- Expert knowledge of public infrastructure construction practices.
- Ability to plan and perform complex technical computer-assisted drafting.
- Ability to perform algebraic mathematics quickly and accurately.
- Ability to utilize computer applications in the performance of duties.
- Ability to give and receive complex oral and written instructions, and perform tasks in an efficient manner.
- Willingness to assume responsibility for completing complex projects.
- Skill in monitoring and evaluating projects
- Skilled in preparing and giving presentations
- Skilled in providing conflict resolution

HOURS OF WORK: This salaried position and works the regular business hours of 8:00 a.m. to 5:00 p.m.; responsibilities outside of the regular business hours are required.

This position is listed by a private employment agency. No fee will be charged of the job applicant.

Benefits:

Insurance: Health Insurance

Leave and Holidays: Vacation, Paid Holidays, Sick Leave

Retirement & Financial: Wisconsin Retirement System

Apply for this position by sending a resume to team@premiersolutionsgrp.net

Questions regarding this vacancy may be directed to the same email address.