



Job Description – Project and Permitting Engineer

Thomas Engineering Group, LLC (TEG) seeks a Project and Permitting Engineer to assist our Municipal Department. This is a full-time exempt level position with an excellent benefits package that includes medical insurance (health, dental, and vision), paid time off, company laptop, phone, and 401(k) option. Salary for this position is negotiable and dependent on qualifications and experience.

The position will oversee and administer all civil engineering aspects of development and utility construction for various Municipal clients, including code consultation, plan review, site inspections, and final acceptance of public improvements. The position administers the DuPage County Stormwater and Flood Plain Ordinance and may function as the Stormwater Administrator for the Municipality. The ideal candidate will have demonstrated competencies in civil engineering design and review. The position must also be able to effectively communicate complex engineering issues to a wide variety of audiences.

Description

Under the supervision of the Municipal Department Head, or their designee, the Project and Permitting Engineer supports our Municipal Department and various Municipal clients, and their Public Works and Community Development Departments, with management of development and utility permit applications, engineering plan reviews, construction oversight, and project close-out. This position is responsible for a variety of routine and complex technical, administrative, and professional duties. The Project and Permitting Engineer is primarily responsible for review of permit applications for private use of the right of way by receiving permit applications and development plans, reviewing applications and plans for accuracy with applicable codes and specifications, and providing all administrative efforts to complete the review process. The position is also responsible for official record keeping, handling all written and verbal coordination, coordinating reviews with support staff, coordinating reviews and construction with developers and contractors, and providing design assistance/oversight as necessary. The position also includes in-person field inspections of the work. General job responsibilities are listed below:

Responsibilities

- Represent TEG in the office most days of the week.
- Effectively communicate with TEG Project Team and Municipal staff, as assigned, on a regular basis.



- Accept and log permit applications and related documents from applicants and handle internal application inquiries throughout the permit review process.
- Review permit submittals for accuracy and completeness.
- Maintain accurate records of permit review process and construction activities for the duration of the permit process, including hard files, computer files, and archived files for current and past projects and permits.
- Coordinate in-house permit reviews.
- Assist with review and coordination of License Agreements, Franchise Agreements, and/or Lease Agreements.
- Perform other duties as required or assigned by the Department Head or their designee.
- Ability to safely traverse construction and project sites while complying with all applicable safety codes and requirements.
- Being able to provide these services with limited assistance.

Job Requirements

- Bachelor's Degree in Civil Engineering, or related field.
- Able to work in teams and as an individual contributor.
- Strong organizational and communication skills; able to effectively lead a meeting.
- Strong written and word processing skills.
- Able to present and explain complex design ideas and requirements to others.
- A positive work ethic and professionally-driven personality.
- Able to think outside the box, look at the big picture, understand impacts of development.
- A valid U.S. driver's license.

Preferred Qualifications

- Successful candidates will have a minimum of two (2) years experience with permit reviews, utility design, and construction oversight, or combination thereof; ideally in a municipal setting handling utility permits and knowledge of Municipal Government permit process.
- Prior internship or job experience with Municipality.
- Familiarity with IDOT standards and specifications.
- Familiarity with Municipal Code.
- Experience with drafting software such as MicroStation and AutoCAD.

Contact

Please apply directly through the submission form on our website at thomas-engineering.com.

About Us

TEG, founded in 2008, provides reliable, sustainable, cost-effective solutions to the engineering needs of State, County, and Local Agency clients. Our clients count on TEG's trademark **service at the highest grade®** in all the lines of business in the public sectors that we serve. Our professional engineering firm is focused on providing the following services:

- **Transportation Planning and Design**
- **Construction and Resident Engineering**
- **Municipal Engineering**
- **Stormwater Management**
- **Water Distribution**
- **Land Surveying**

From transportation, to water distribution, to storm water management, TEG utilizes our strong group of highly motivated engineers and technicians to take on challenging projects and deliver award winning results. Our approach to projects is to develop specific strategies and teaming arrangements to best fulfill our clients' needs for each project engagement while providing our trademark level of outstanding client service, responsiveness, and commitment. Our professional and practical approach to planning, design, and construction engineering ensures project success, client satisfaction, and stakeholder support.

TEG is an Equal Opportunity/Affirmative Action employer. TEG fully supports and maintains compliance with all state, federal, and local regulations. TEG does not discriminate against associates or applicants because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, protected Veteran status, genetic information, or any other category protected by federal, state, and local laws.

