

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: Administrative City Engineer

Job Category: PAT (Professional, Administrative, Technological)

Scheduling: 40 Hours

FLSA Status: Salary, Exempt

Date of Announcement: November 15, 2018

Application Deadline: Until position is filled

Under the supervision of the Director of Public Works, the Administrative City Engineer will perform regular duties for both Civil City and the Utilities. Design, project management, scheduling, tracking of project costs and working with the public are essential skills required for the position.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Provide information and assistance to citizens, public agencies and other departments; reviews plans and approves development.
- Identify and plan for projects; seeks funding when necessary.
- Direct and coordinates construction activities with department staff.
- Provide project input and review work progress.
- Prepares design plans and specifications for bidding.
- Prepare permits.
- Prepare construction cost estimates.
- Review shop drawings.
- Monitor field inspection staffs construction logs.
- Monitor project budgets and schedules.
- Prepare and processes Board of Public Works items.
- Review site development plans.
- Monitor energy consumption at water and wastewater facilities.
- Serve on commissions and various local and regional committees as required.
- Attend evening meetings as required.
- Reviews and provide recommendations for construction standards updates.
- Performs other related duties as required.

Minimum Training and Experience Required:

- Bachelor's degree in Civil Engineering, and preferred three to five years relevant work experience.

Special Requirements:

- Professional Engineer (PE) license in state of Indiana.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools including measuring devices, testing equipment, gauges, levels, total station, GPS, etc.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching and reaching.

Supervisory Abilities:

- Ability to assign, review, plan and coordinate the work of employees, consultants and contractors.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, perform calculations involving variables, use statistical information, and measure data.

Language and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including billing invoices, attendance records, payroll, technical study reports, flow chart diagrams, engineering drawings, job applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manual, specification books, zoning maps, engineering books, etc.
- Ability to prepare technical study reports, performance appraisals, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering, traffic, and limited computer terminology and language.
- Ability to perceive and discriminate shapes.
- Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with Mayor, developers, City Attorney, consultants, sales representatives, Council members, advisory groups, other City personnel, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Starting at \$2,857.06/bi-wkly. - Grade 24 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m. Evenings and weekends as needed

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free

