

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: Civil City Engineer (Grade 30)

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

FLSA Status: Exempt (Salary)

Date of Announcement: September 16, 2016

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

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

- Assigns, directs and coordinates the activities of the department staff.
- Provides information and assistance to citizens, public agencies and other departments.
- Reviews plans and approves development.
- Prepares and processes Board of Public Works items.
- Provides project input to determine need and establish project priorities.
- Prepares expenditures of public funds.
- Seeks State & Federal funding when necessary.
- Serves on or advises various commissions and local and regional committees.
- Prepare and update capital improvement plans.
- Prepares work orders for traffic signs, pavement markings and signals.
- Supervises traffic count program.
- Conducts special traffic studies, as needed.
- Approves street cut permits.
- Oversees municipally owned bridge inspection.
- Maintains roadway condition assessment.
- Prepares and reviews request for proposals.
- Prepares in-house construction plans and specifications.
- Review, update and develop public infrastructure standards.
- Performs other related duties as required.

Minimum Training and Experience Required:

- Bachelor's degree in Civil Engineering and five years relevant work experience.
- Professional Engineer (PE) license in State of Indiana.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and office machines.
- Ability to exert physical effort in sedentary to light work.

Supervisory Abilities:

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

Language and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals.
- Ability to prepare technical study reports, memos, correspondence.
- Ability to accurately record and deliver information, meet deadlines, and maintain

confidentiality of restricted information.

- 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:

Minimum \$2,255.73 Standard \$2,971.34 Maximum \$3,460.78

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