



City of South Bend

Vacancy Announcement

Post Date: Friday, October 13, 2017

Closing Date: Until filled

ASSISTANT CITY ENGINEER

Category: Full Time
Department: Public Works/Engineering
Reports To: City Engineer
Schedule: Monday-Friday, 8:00 am-5:00 pm. Hours may vary based on operational needs.
Pay Rate: \$70,000-\$82,000/yr. (Exempt)
Position: **SUMMARY**

Under the direction of the City Engineer, the Assistant City Engineer will perform complex engineering work in public infrastructure, traffic, and storm-water management. The Assistant City Engineer will act as a project manager for major engineering design projects, and will assist in the development of financial budgets and other Engineering Division operations.

SUPERVISION EXERCISED

Supervision of entry and mid-level Engineers, as well as seasonal interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serve as a project manager for assigned engineering projects.
- Review work of consultants for design of city sewer, water, road, public buildings, and/or traffic signals.
- Design and/or manage other staff in the design of transportation, sewer, water, and/or storm-water facilities.
- Participate in infrastructure master planning and review infrastructure designs for proposed subdivisions within the city and city water and sewer extensions outside the limits of the city.
- Conduct traffic investigations and studies; including traffic warrants.
- Assist in the preparation of the Engineering Division budget.
- Prepare a variety of reports, correspondence and special studies.
- Provide information to the general public, respond to and resolve citizen inquiries and complaints.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform other duties and assumes other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- A Bachelor's Degree in Civil Engineering or equivalent from an accredited college is required.
- A minimum of five years of practice in engineering required.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of principles and practices of professional civil engineering.
- Knowledge of principles and practices of engineering administration and construction engineering.
- Knowledge of proper construction materials, methods, and workmanship.
- Knowledge of engineering design, cost estimating, and related procedures.
- Ability to make sound judgments.
- Ability to deal effectively with subordinates, contractors, and/or elected officials.
- Ability to conduct public hearing, meetings and discussions.
- Ability to clearly explain engineering and construction specifications and to monitor for strict adherence to all restrictions and safety regulations.
- Ability to interpret plans, contracts, and specifications.
- Ability to conduct engineering surveys with a variety of mechanical and electronic instruments.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License and acceptable driving record.
- Registration as a Professional Engineer in Indiana, or the ability to become registered by comity within one year of employment is required.

EQUIPMENT

Desktop and laptop computer, landline and cellular telephone, facsimile machine, copier, and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting with some travel from site to site. The employee may be exposed to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions. The employee may work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov/jobs or at the application kiosk located at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required