

**POSITION DESCRIPTION  
CITY OF VALPARAISO, INDIANA**

**POSITION:** Chief Deputy Engineer  
**DEPARTMENT:** Engineering  
**WORK SCHEDULE:** 8:30 a.m. - 4:30 p.m., M - F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** March 2018

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Valparaiso provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Chief Deputy Engineer for the City of Valparaiso responsible for performing administrative, management, para-professional and professional engineering support to the Engineering Department and Director.

**DUTIES:**

Assists in Management of Engineering Department providing administrative/technical support to members of the Department, other departments, and Leadership Team members.

Supervises assigned staff, including providing training, establishing work goals, and keeping supervisor and assigned staff informed of organization developments.

Serves as Project Manager for various projects including City roadway, utility, pathway, stormwater, and streetscape projects.

Oversees work of consultants and contractors on capital improvement projects; administers site, right-of-way cut, and erosion control permits.

Assesses plans and specifications for accordance with City, utility, and stormwater management standards.

Responds to direct public inquiries and problems related to drainage, codes, construction, and conducts field inspections as required. Reports to and takes direction from the Valparaiso City Utilities Board of Directors on all issues related to management of city stormwater program.

Attends, participates, and speaks in Board and Commission meetings.

Designs plans for water, sewer, road and drainage projects; inspects construction projects for compliance with approved plans and specifications.

Manages and assists survey crew in collecting field data for in-house design projects.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Civil Engineering, and four (4) years experience in civil engineering design and/or management, preferably with a municipality or consulting engineer. Experience in analyzing plans for roads, streets, drainage, sewers, water main, grading and specifications preferred.

Registered Professional Engineer in the state of Indiana.

Must be at least 21 years of age.

Ability to meet all hiring requirements including passage of a drug test.

Thorough knowledge of civil engineering principles, practices, and planning and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations including storm water management, budgeting, public speaking, designing, and interpreting data.

Thorough knowledge of surveying techniques and principles to obtain data, break-down data, and evaluate the information.

Working knowledge of operating surveying equipment including total station, level, theodolite, tape, and magnetic locator.

Working knowledge of operating computer and peripherals and Microsoft software in the preparation of correspondence, detailed reports, and databases.

Knowledge of Auto CAD for the preparation of engineering plans and maps; basic traffic counting and traffic signal systems to conduct counts and program and troubleshoot signal systems.

Ability to supervise assigned staff including providing training, establishing work goals, and keeping supervisor and assigned staff informed of organization developments.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to effectively communicate orally and in writing with co-workers, other County/City departments, members of Valparaiso City Utilities, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, read, and carry out written or oral instructions and present findings in oral or written form including construction drawings.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions.

Ability to operate a variety of standard office equipment, including various computer systems and software, calculator, fax machine, scanner, copier, telephone, and printer.

Ability to plan and execute assigned work projects alone with minimum supervision and with others in a team environment.

Ability to calculate and monitor department budget, including ability to count and make simple arithmetic additions and subtractions.

Ability to read/interpret detailed prints, specifications, maps, layouts, and sketches.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to present public speaking presentations as needed.

Ability to occasionally work extended and/or evening hours and travel out of town for continuing education, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad range of duties involving complex and complicated considerations and problems. Incumbent operates within very general guidelines and rules which require adaptation to address specific cases and circumstances.

## **III. RESPONSIBILITY:**

Incumbent applies clear guidelines and instructions to specific situations, relying on standard departmental practices and procedures. In the absence of these specific policies and procedures decisions will be made under the guidance of the supervisor. Work is reviewed primarily for attainment of objectives, technical accuracy and soundness of judgment. Errors are detected and prevented through supervisory review and design reviews. Undetected errors may result in loss of money or inconveniences to other agencies or the public.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with a variety of individuals, including co-workers, other County/City departments, members of Valparaiso City Utilities, and the public for the purposes of supervising/training staff, rendering service, and resolving problems.

Incumbent reports directly to Engineering Director.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, hearing sounds/communication, handling/grasping/fingering objects, keyboarding, driving, speaking clearly, bending, reaching, close/far vision, depth perception, working in extreme hot or cold temperatures, walking on uneven terrain, wearing protective clothing or equipment.

Incumbent occasionally works extended hours and weekends, and travels out of town for seminars and continuing education, sometimes overnight.

**VI. OTHER:**

The Engineering Director position is a political appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. The Engineering Director position performs the duties of the Mayor in his/her absence. A person appointed to the Engineering Director position serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Chief Deputy Engineer for the City of Valparaiso describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name