



Hobart Engineering Department

Job Description:

Job Title: Deputy City Engineer
Job Family:
Salary: \$18.25 – 26.00 per hr
Hours: 40 Hours/Week
Benefits/Compensation: City benefits
Probationary Period: 1 Year

Summary Description

To perform administrative, management, para-professional and professional engineering work to assist the City Engineer and the Department.

Essential Duties/Responsibilities

- Assisting with the management of the Department
- Reviewing plans and specifications for compliance with City, utility and industry standards
- Providing management and technical support to members of the Department, other departments, and Management Team members
- Managing the work of consultants and contractors
- Attending and participating in Board and Commission meetings as required by the City Engineer
- Responding to (or supporting response to) public inquiries and problems related to drainage, codes, construction and other matters. Includes conducting field inspections as required
- Directing and working with survey crew collecting field data for in-house design projects
- Designing sewer, road, or drainage projects
- Inspecting construction projects for conformance to approved plans and specifications
- Reviewing and administering site, right-of-way cut, and erosion control permits
- Reporting to and responding to requests and direction from the Hobart Sanitary District Board of Directors
- Providing administrative and technical support for other aspects of Engineering Department functions as assigned

Employment Standards

- A Bachelor of Science degree in Civil Engineering from an accredited university
- A minimum of two years experience in civil engineering design and/or management, with a municipality or consulting engineer, is preferred.
- Experience in reading plans for roads, streets, drainage, sewers, grading, etc., and specifications and visualizing the product(s) proposed.
- An ability to establish and maintain effective working relationships with peers, subordinates, other agencies and the public
- An ability to learn and apply new concepts in order to keep pace with the demands of rapidly changing technology, environments, and society
- An ability to analyze options/alternatives and make timely decisions so that projects can proceed without unreasonable delays
- A valid drivers license
- The ability to effectively use surveying equipment including, but not limited to: total station, level, theodolite, tape, magnetic locator
- A knowledge of and the ability to effectively use computers and peripherals
- A knowledge of and the ability to use Microsoft Word, Excel and Access in the preparation of correspondence, reports and databases
- An ability to use (or learn) Auto Cad for the preparation of engineering plans and maps
- A knowledge of basic civil engineering principles in order to properly inspect and design projects
- A knowledge of theories and practices in the field of storm water management
- A knowledge of surveying techniques and principles to obtain data, break-down data, and evaluate the information
- A knowledge of (or ability to learn) basic traffic counting and traffic signal systems to conduct counts and program and troubleshoot signal systems
- An ability to project a professional image
- An effective use of written and verbal communications skills
- An ability to read and understand construction drawings
- The ability to tactfully deal with the public, business leaders and elected officials who may be upset and/or angry

- An ability and a willingness to work extended hours and/or weekends when required.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

THE CITY OF HOBART IS AN EQUAL OPPORTUNITY EMPLOYER

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement between the employer and requirements of the job change.

Submission by letter of interest and resume only by July 15, 2019 at 4:00 p.m. (CST).

**Engineering Department c/o Phil Gralik
City of Hobart, City Hall
414 Main Street
Hobart, IN 46342**

or email PDF file to:

pgralik@cityofhobart.org

(Re: Position, Deputy City Engineer)