

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: City Engineer
DEPARTMENT: Engineering
OFFICE SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2017 **STATUS:** Full-time
DATE REVISED: August 2021 **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 Plymouth 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. This position requires an extended schedule of meetings and responsibilities in addition to the office schedule that is required.

Incumbent serves as City Engineer, responsible for supervising Department staff; ensuring assigned Street/Public Works Locally Funded Projects, State Funded Projects, Federal Funded Projects; and Stormwater Quality & Quantity compliance in coordination with the City's various Departments.

DUTIES:

Supervises and directs assigned staff, including, but not limited to, analyzing workload, reviewing position documentation for newly created or significantly revised positions, interviewing candidates for openings and making hiring recommendations, processing payroll, and planning, delegating, and controlling work assignments and special projects to assigned staff. Must perform duties on a strict schedule and meet certain state and federal deadlines on a timely manner.

Performs duties for various projects such as Local Street and Sidewalk Maintenance/Public Works Projects, Indiana Funded & Community Crossings Matching Grant Projects, and Federal Highway Administration Funded Local Public Agency Projects.

Performs administrative & engineering duties for various Local Street and Sidewalk Maintenance/Public Works Projects. These duties include but are not limited to Project Scoping, Preliminary Engineering, Project Estimates, Contract & Bid preparation, Bid Review tabulations and recommendation, Pre Construction preparation & documentation, Construction Inspection & Change Orders, and Project Close-out.

Performs administrative and engineering review of Work in the ROW projects, along with Utility, Street, & Legal Departments and the Clerk treasurer's Office. These duties include reviewing plans, preparing Board of Public Works and Safety recommendations & agreements, setting Financial Guarantees, site meetings, inspections, as-built drawing reviews, closeout inspections, and financial guarantee release documentation.

Performs administrative & engineering duties for various Indiana Funded and Community Crossings Matching Grant Projects. These duties include but are not limited to Project Scoping, Grant Application, Preliminary Engineering, Project Estimates, Contract & Bid preparation, Bid Review tabulations and recommendations, Pre Construction preparation & documentation, Construction Inspection & Change Orders, Project Close-out, and reimbursement documentation.

Performs administrative & engineering duties along with the Street Department, to prepare and maintain an Asset Management Plan (AMP) for Indiana Department of Transportation (INDOT) via the Indiana Local Technical Assistance Program (INLTAP). Utilizing the Pavement Surface Evaluation and Rating (PASER) system. The AMP is submitted yearly to INLTAP in order to receive state and/or federal funding.

Performs administrative & engineering duties for various Federal Highway Administration Funded Local Public Agency Projects. These duties include but are not limited to preparing Grant Applications, Project Scoping documents, Request for Proposals for Preliminary Engineering/Right of Way Acquisition/Construction Inspection, Purchase Order request documentation, reimbursement documentation and tabulation. Duties also include the review of Letters of Interest, Right of Way Acquisition, Preliminary Designs and Estimates.

Serves as the Employee in Responsible Charge (ERC) for federally funded projects. The ERC serves as a liaison for the LPA and its Board or administrative body in regards to financial and managerial decisions that affect the project or its fiduciary representative of the LPA's Board or administrative body.

Performs duties for various programs such as Stormwater Quality per Indiana Department of Environmental Management - 327 IAC 15-13; City of Plymouth - Construction Site & Post Construction Stormwater Control Ordinance #2007-1939; Illicit Discharge & Connection Stormwater Ordinance #2007-1940; and Stormwater Quantity per the City of Plymouth - Storm Drainage & Sediment Control Ordinance (97-1690).

Performs administrative duties for a variety of program data for the Indiana Department of Environmental Management Municipal Separate Storm Sewer System Permit developing, implementing, and documenting the Six Minimum Control Measures (MCM): Public Education and Outreach MCM#1, Public Participation and Involvement MCM #2, Illicit Detection and Elimination MCM#3, Construction Site Runoff Control MCM #4, Post Construction Site Runoff Control MCM# 5, and Pollution Prevention and Good Housekeeping MCM# 6 including, but not limited to, local environmental initiatives including storm water quality.

Performs administrative & engineering duties to review all submitted drainage plans & applications and all submitted final construction, as/built drawings, & documentation.

Performs administrative & engineering duties to review, along with the Wastewater & Street Departments, submitted utility work in the right of way plans and final construction, as/built drawings, & documentation.

Reports to the City's Board of Public Works and Safety on project and program activities.

Provides information and assistance to citizens, public agencies, other departments and developers, including reviewing plans and approving development.

Engineering/City Engineer

Serves as Department Liaison and member to a variety of groups, including, but not limited to, Plan Commission, and local and regional committees, as necessary. Attends meetings and/or meets with various City officials and citizen groups to coordinate, discuss, and report on various projects and common issues.

Serves as a staff member to the Technical Review Committee (TRC). These duties include preparing agendas with the appropriate materials; preparing advertising, facilitating the TRC Meeting, preparing notes for the meeting, and distributing to TRC members and those in attendance.

Performs other related duties as required.

Periodically attends professional meetings and seminars.

Serves on 24-hour call for emergencies.

JOB REQUIREMENTS:

Bachelor of Science Degree in Civil Engineering and Indiana Professional Engineer license. Ten (10) years of previous experience preferred. Familiarity with the City of Plymouth is a plus.

Must be 21 years of age.

Ability to meet all Departmental hiring requirements, including passage of a drug test and medical exam.

Ability to obtain and maintain a Indiana Department of Transportation – ‘Employee in Responsible Charge’ Certification.

Knowledge of and ability to make practical application of standard principles and practices of engineering federal, state, and local regulations regarding street construction and maintenance, subdivision control, storm water drainage, erosion control, and traffic control with the ability to assess City needs and effectively plan, design, coordinate and complete appropriate, cost-effective projects.

Ability to supervise and direct assigned personnel, including analyzing workload, reviewing position documentation for newly created or significantly revised positions, interviewing candidates for openings and making hiring recommendations, and planning, delegating, and controlling work assignments and special projects to assigned staff.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Mayor’s office, utility employees, other City offices, contractors, state and federal offices, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to

Engineering/City Engineer

properly operate standard office equipment including calculator, Computer System, large and small format copiers & printers, computer-aided design (CAD) software and Geographical Information System software.

Ability to operate specialized field equipment such as surveying (Total Station & Level), metal detector, concrete & soil testing equipment, and surface waters testing equipment.

Ability to make complex mathematical calculations, analyze technical surveys and other data, read and interpret detailed prints, sketches, and specifications, and prepare detailed documents and reports as required.

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

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

Ability to regularly work extended and evening hours, and occasionally work weekends.

Ability to occasionally travel out of town for training and business, sometimes overnight.

Ability to occasionally serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

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

I. DIFFICULTY OF WORK:

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

II. RESPONSIBILITY:

Incumbent performs duties within general departmental objectives, where interpretations of objectives are discussed with the supervisor. Incumbent utilizes departmental policies and objectives to address a wide array of complex cases and situations. Incumbent's work product has a major impact on departmental functions and operations, and work is reviewed upon completion for attainment of departmental objectives and conformity with departmental standards.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other City departments, Mayor's office, utility employees, other City offices, contractors, state and federal offices, and the public, including exchanging information, explaining/interpreting policies and procedures, coordinating projects, resolving problems through mediation/negotiation, and supervising/directing personnel.

Incumbent reports directly to Mayor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors in the field, involving sitting/standing/walking for long periods, walking on uneven terrain, lifting/carrying equipment weighing over 50 pounds, close/far vision, color/depth perception, hearing, handling/grasping/fingering objects, and exposure to varying weather conditions and physical hazards normally associated with construction sites. Incumbent wears protective clothing or equipment while working out of doors. Incumbent regularly works extended hours and evenings, and occasionally works weekends. Incumbent occasionally travels out of town, sometimes overnight, for training and business.

V. Other:

The City Engineer position is an appointive position of the Office of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the position of City Engineer serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of City Engineer in the Engineering Department 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 and requirements as outlined?
Yes_____No_____

Applicant/Employee signature

Date

Print/Type Name