

**POSITION DESCRIPTION  
COUNTY OF GREENFIELD, INDIANA**

**POSITION:** City Engineer  
**DEPARTMENT:** Engineering  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** March 2000  
**DATE REVISED:** June 2017

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

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

Incumbent serves as City Engineer, responsible for providing professional engineering services to the city and supervising personnel.

**DUTIES:**

Supervises and directs assigned personnel, including making hiring recommendations, interviewing candidates, delegating work assignments, orienting new employees, communicating policies, providing training and corrective instruction, and maintaining discipline.

Monitors/inspects construction projects and subdivision development before, during, and upon completion to ensure compliance with state and local codes and contract specifications, communicating with contractors and developers to resolve problems, and periodically mediating disputes as needed. Solicits and reviews bids from contractors for construction projects.

Monitors and plans new developments and annexations, including consulting with elected officials and utilities officials to prepare fiscal plan, approving address assignments, and maintaining records of performance bonds and related transactions. Consults with developers, builders, and attorneys concerning economic development projects.

Maintains communication with other city departments and Mayor to exchange information relating to planning, engineering, and construction of city projects, including providing information relating to capital improvement projects and formulating policy. Assists Mayor, City Council, and Board of Works in developing long range planning strategies.

Acquires rights-of-ways, easements, and other land parcels needed for public works projects, including researching property records, negotiating with land owners, and obtaining land.

Maintains department budget, including preparing and submitting budget proposal and approving expenditures.

Serves as member of Planning Commission, and administrator for Storm Water Utility for the city.

Serves on 24-hour call for emergencies.  
Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Civil Engineering and ability to satisfy minimum requirements for Indiana Professional Engineer license.

Thorough knowledge of and ability to make practical application of standard principles and practices of engineering, state, and local regulations regarding construction and subdivision control.

Ability to assess and discern City needs and effectively plan, design, coordinate and complete appropriate, cost-effective projects.

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

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

Ability to supervise and direct assigned personnel, including making hiring recommendations, interviewing candidates, delegating work assignments, orienting new employees, communicating policies, providing training and corrective instruction, and maintaining discipline.

Ability to effectively communicate orally and in writing with co-workers, other City departments, various state and federal agencies, consultants, contractors, elected officials, 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 operate standard office, surveying and drafting equipment, including computer software applications.

Ability to make complex mathematical calculations, analyze survey 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 efficiently for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand, retain, and carries out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of the City for seminars, 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.

**II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, involving many complex variables and considerations. Incumbent exercises independent judgment in analyzing data, interpreting precedents, selecting and applying appropriate legal guidelines and standard practices of the profession to specific cases and circumstances.

**III. RESPONSIBILITY:**

Incumbent receives administrative direction, with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of department objectives, policies and procedures, discussing unprecedented situations with supervisors as needed. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, various state and federal agencies, consultants, contractors, elected officials, and the public for purposes, of negotiating, rendering services, exchanging information, and ensuring cooperative working relationships.

Incumbent reports directly to Mayor.

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

Incumbent performs duties in a standard office environment and periodically outdoors in the field, involving sitting/standing/walking for long periods, lifting/carrying equipment weighing under 25 pounds, close/far vision, color perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.

**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 or Type Name