

Incumbent serves as Deputy Engineer for the Engineering Department, responsible for managing and assisting in the design, planning, review, permit, implementation, and public response for projects and programs, both public and private, and ensuring compliance with applicable rules/regulations/guidelines.

Qualifications Include:

- Bachelor's Degree in Civil Engineering or Technology Program or a minimum of 4 years' experience in civil engineering design and/or management, preferably with a municipality
- Experience with Auto Cad or Microstation and GIS required.

Position Expectations Include:

- Assists with the design of road, sidewalk/pathway, sewer, storm water management, water main, and/or drainage projects.
- Directs and works with survey crew, collecting and processing field data for in-house design projects.
- Inspects and oversees construction projects to assure quality control and specification compliance, including conducting field inspections, monitoring erosion control measures, and issuing warnings, fines and stop work orders when appropriate.
- Provides or assists with assessment for infrastructure and project design for VCU projects, assists with development and implementation of VCU master and strategic plans and capital improvement program.
- Coordinates planning with other agencies and assists with recruitment, selection and management of consultants as needed.
- Manages and assists with project development related but not limited to subdivisions, redevelopment projects, and planning department efforts.
- Identifies and pursues grant opportunities for infrastructure improvements.
- Coordinates and assists with development and upkeep of ADA Transition Plan.
- Provides administrative and technical support for all aspects of department functions.
- Reviews plans and specifications for compliance with City, utility, and industry standards.
- Reviews and processes sanitary sewer, erosion control, and right-of-way cut permits.
- Processes administrative matters regarding new developments including, but not limited to, official acceptance of infrastructure and reductions/releases of surety, and serving as administrative and technical support for Engineering Department as assigned.
- Assists in survey and traffic count data collection and maintenance of school zone flasher and traffic signal systems.
- Investigates and responds to public inquiries and problems related to drainage, codes, and construction. Conducts field inspections as required.
- Acts as representative of the City to contractors and property owners affected by construction projects.
- Acts as liaison between developers/contractors and City/Department heads.
- Attends, participates, and presents at Board and Commission meetings.

Benefits Include:

- Robust Medical, Dental and Vision Plans
- Health Savings Account (w/Generous Annual Employer Funding)
- Life Insurance (Employer paid and Supplemental Plans)
- Disability Insurance Plan
- Paid Time off and Holidays
- INPRS (PERF) Pension Program
- Employee Assistance and Employee Health Programs
- Tuition Reimbursement Programs
- Career Growth and Training Opportunities

Compensation:

The salary range for this position is \$71K to \$84K commensurate of education and experience. This position is Exempt (not overtime eligible) commensurate with FLSA requirements. This position is scheduled at a minimum of 40 hours per week with some evenings and weekends required.

This job advertisement is not designed to cover or contain a comprehensive listing of duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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.

Equal Employment Opportunity:

The City of Valparaiso is an Equal Opportunity Employer and is committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status.

The City of Valparaiso has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position.

Qualified applicants should submit their resume and contact information to City of Valparaiso HR Department @ vhr@valpo.us.

If you are a qualified individual with a disability and require reasonable accommodation in applying for this position, you can request assistance by contacting the Valparaiso Human Resources Department at vhr@valpo.us.