



City Civil Engineer Position Description

Department: Engineering
Position: City Civil Engineer
Job Category: PAT (Professional, Administrative, Technological)
Status: Salary, Full-Time
Scheduling: 40 Hours Weekly
FLSA Status: Exempt
Date of Announcement: January 24, 2025
Application Deadline: Until position is filled

Goshen's City Engineer is a fast-paced leadership position overseeing the Goshen Engineering Department and is reportable to the City's Director of Public Works and Utilities. In the leadership position, the City Engineer will lead the activities of the Goshen Engineering Department and will provide information and assistance to community members, public agencies, and other city departments. In addition to the leadership role, the City Engineer takes an active role in developing city standards, developing construction documents, and overseeing construction projects from inception to completion with the support of department staff.

Essential Duties and Responsibilities:

The following duties are normal for this position but not all-inclusive.

- In the organizational structure, the City Engineer will use their knowledge of codes and standards to advise city boards and commissions. The City Engineer will sit as a member of the Goshen Plan Commission and preside over Goshen's Traffic Commission, advising commission members of right-of-way concerns and the standards and codes to be considered.
- In executing the City Engineer's duties, the City Engineer will use and expand their knowledge of public works infrastructure for everything from waste management, public roadways and right-of-way management, wastewater and stormwater infrastructure, and water infrastructure. In managing the public infrastructure, Goshen's City Engineer plays a pivotal role in making the City of Goshen a more livable community.
- Those applying for the City of Goshen's Engineering position should have excellent communication skills, good organizational management, experience in working with and managing personnel, a demonstrated experience with project programming, experience with budgeting and cost controls, a strong knowledge of asset management, and a broad understanding of federal and state codes, and associated permitting.

Minimum Training and Experience Required:

- Bachelor's degree in Civil Engineering and five years relevant work experience.
- Professional Engineer (PE) license in State of Indiana.
- Applicants with prior Federal Aid funding solicitations and project management experience are not required but would be considered favorably. This knowledge can be gained on the job.

Special Requirements:

- No special licensure or certification is required.

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling crouching, lifting, and reaching. Ability to climb and balance; ability to engage in prolonged visual concentration while working at the computer.
- Ability to operate a variety of office equipment.
- Proficiency in word processing, spreadsheets, e-mail, and calendaring.

Supervisory Responsibilities:

- Ability to assign, review, plan and coordinate the work of employees.
- Ability to provide instruction and training and to respond to employee problems.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals.
- Ability to prepare technical study reports, memos, correspondence.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to communicate effectively with the Mayor, developers, City Attorney, consultants, sales representatives, Council members, advisory groups, other City personnel, and the public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Grade 23 as designated by current salary ordinance.

Annual Salary Minimum: \$81,576 – Annual Salary Maximum: \$122,364.

Work Hours:

Monday - Friday, 7:00 a.m. – 4:00 p.m. (additional hours may be required).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free