

City Engineer



Human Resources Department
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General Statement of Responsibilities

The City of Lawrence is seeking a (City Engineer) who has experience in performing engineering functions in a municipal environment. The Engineer drives the planning, design, monitoring, inspection, and execution of infrastructure plans and projects throughout the city. The City covers about 20 square miles (13,000 acres) with 50,000 residents. This position is well suited for a licensed Professional Engineer with municipal or public sector experience who values a balance of technical engineering review, field project involvement, and interaction with contractors, and community partner.

Essential Job Functions

- Oversight of plan, design, organization and approval of infrastructure, including storm water drainage, storm water, sanitary sewer and roadway improvements.
- Coordinates and completes appropriate documents for related contracts, coordinates activities/projects; inspects projects during and after completion; and provides technical support as needed for the City's construction projects.
- Develop and enforce engineering standards, policies and procedures.
- Monitor compliance with local, state, and federal codes, permits, and funding requirements.
- Ensure compliance with the City's MS-4 requirements.
- Work closely with Department of Public Works (DPW) and Streets Department Directors with the budget and funding for projects.
- Work with departments and other professionals, to ensure projects are completed efficiently, safely, timely and within budgets.
- Apply for various grant funding to supplement departments budget for roadway projects, and other similar infrastructure grant opportunities.
- Attend Board of Public Works, City Council, and Utility Service Board meetings.

Performance Standards:

Employees at all levels are expected to effectively work together to meet the needs of the organization and the community through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Required Skills and Abilities

- **Judgment and Decision Making** -Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a situation. Exercises appropriate judgment in establishing priorities.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from various departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- **Computer Skills** - Utilization of modern office technology, including but not limited to word processing, spreadsheet, and related software with reasonable speed and accuracy, as it is related to the position.
- **Communication** - Excellent ability to listen and understand information presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- **Work Coordination** - Ability to plan and organize a daily work routine and establish priorities for the completion of work in accordance with sound time management.

Physical Requirements and Work Environment

- Physical ability to perform repetitive tasks, including lifting, bending, and sitting.
- Work is performed in both indoor office settings and outdoors, with exposure to varying weather conditions and seasonal temperatures.

Education and Experience

- Bachelor's degree in civil engineering or related field.
- Minimum of five (5) years in governmental engineering, civil infrastructure or relevant experience in engineering capacity that works close with municipalities.
- Professional Engineer (PE) license in the State of Indiana.
- Familiarity with federal-aid project funding and permitting is desirable but not required.

Additional Requirements

- Valid Indiana driver's license
- Requires a background investigation to include a local, state, and federal criminal history check, sex offender registry consumer report.

Benefits

- Full-time, civilian, up to \$120,000 salary position.
- Medical, dental, vision, basic life insurance, and other voluntary insurance policies.
- Paid holidays earned vacation and sick time.
- Indiana Public Retirement System (INPRS) account and 427(b) retirement plan

Note: This job description provides a general overview of the responsibilities and qualifications for the City Engineer. The specific duties may vary based on the municipality's needs, structure, and existing processes.

The City of Lawrence is an equal opportunity employer.