

Job Description



Job Title: Civil Engineer / Project Manager
Department: Development Services
Reports To: Director of Engineering
FLSA Status: Exempt
Last HR Review: July 2026

Principal Function: The Civil Engineer is tasked to identify needs, scope projects, and deliver municipal infrastructure improvements through consultant design contracts and public infrastructure construction contracts. The role serves across a broad range of disciplines, including transportation systems, utility infrastructure, and land development planning. The Civil Engineer will collaborate with and provide technical support to various departments, consultants, elected officials, and the public to ensure projects meet the town's standards and community needs.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Identify and maintain a list of priority infrastructure improvements for the Town to meet the existing and future needs of the community.
2. Select design consultants and construction contract methods appropriate for the scoping, development, and delivery of public infrastructure projects, including roads, sidewalks, water distribution, sanitary and storm sewers, and other municipal facilities.
3. Review engineering plans, specifications, cost estimates, and bid documents for capital improvement projects to ensure development process tracks with town expectations.
4. Coordinate with field inspectors to monitor project progress and ensure compliance with design specifications, contract requirements, and industry safety standards.
5. Support the development and maintenance of the town's asset management systems, including GIS databases and infrastructure inventories.
6. Collaborate with planning staff on land use and transportation planning initiatives, contributing engineering expertise to comprehensive plans and zoning ordinances.
7. Respond to public inquiries and provide technical assistance to residents, developers, and other stakeholders regarding infrastructure and development projects.
8. Review and evaluate private development proposals for compliance with municipal requirements and engineering standards.
9. Attend technical advisory meetings, Plan Commission meetings and other meetings related to new or proposed developments inside and outside of the Town that are expected to affect the Town's infrastructure systems.
10. Stay informed about state and federal regulations affecting municipal engineering projects and ensure compliance with applicable laws and guidelines.
11. Work in collaboration with other town departments as needed to implement a wide range of infrastructure programs and projects.
12. Completes administrative duties to include attending meetings, reviewing data sets and studies, completing various reports, approving invoices, answering inquiries, etc., as needed.
13. Maintains an effective communication process with the Director of Engineering, contracted professionals, contractors, and the public.

Supervisory Responsibilities: This role does not have supervisory responsibilities.

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Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Town-related Competencies: To perform this job successfully, all employees working in the Town should demonstrate the following competencies:

- **Teamwork and Collaboration** - Gets along with and maintains positive relationships with coworkers. Is willing to help with all types of work, no matter how big or small the task. Asks for and listens to coworkers' feedback; incorporates feedback into revised processes. Positively reinforces team members for their contributions and accomplishments. Admits mistakes when they occur, learns from them, and enables others to do the same.
- **Service to Citizens** - Always represents the Town of Plainfield well; maintains personal accountability and ownership for customer service. Let's customers know that they are willing to work with them to meet their needs. Follows up to ensure that requests and concerns are resolved. Understands customer problems and needs; quickly and effectively solves customer problems. Does more than what is normally required to resolve customer concerns.
- **Professionalism** - Demonstrates professionalism in appearance and actions. Maintains timely, personable, and effective communications with citizens and the general public, and local or intergovernmental contacts and neighboring community leaders. Demonstrates flexibility and a positive attitude when change occurs. Does not participate in conversations or actions that are disrespectful to others. Uses Town resources and assets wisely, efficiently, and according to Town policy.
- **Dependability** - Attends work as scheduled; follows the attendance policy and informs his/her manager of absences in advance. Accepts assignments willingly and can be counted on to complete tasks on time. Completes tasks accurately and thoroughly, eliminating the need for close review. Timely follow-through on tasks and projects issued by the Department Head, Town Manager, or Town Council. Does what he/she commits to doing.
- **Interpersonal Communications** - Communicates clearly, accurately, and respectfully with coworkers and customers. Keeps the Town Council well-informed of any incidents or issues; especially regarding offsite incidents. Keeps sensitive and confidential matters private. Listens to others and seeks to understand others' perspectives. Willingly accepts feedback and incorporates it into work activities and interactions.
- **Job Knowledge and Work Habits** - Takes pride in work and coworkers; performs work with a positive attitude that enables others to perform well. Is willing to ask questions when the job or task is not fully understood. Willingly participates in training to maintain or enhance current knowledge of principles, procedures, methods, and/or technology. Maintains an optimistic outlook when faced with difficulty or change and makes an effort to overcome obstacles. Retains the expected job knowledge; helps others by sharing knowledge.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others

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to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

- **Delegation** – Delegates work assignments; matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Education and/or Experience: Bachelor's degree (B.A./B.S.) from an ABET-accredited four-year college or university in civil engineering, or related field; and 1-3 years related experience and/or training; or equivalent combination of education and experience. Engineer-in-Training (EIT) certification required. Professional Engineering (P.E.) License is preferred and required within five (5) years of employment. Municipal or public works experience is desirable. Project Management Professional (PMP) certification with background in infrastructure design or construction management may be considered commensurate for the position.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Strong understanding of civil engineering principles related to transportation, utilities, and land development required.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with diverse audiences.
- Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Bluebeam, and Geographic Information Systems (GIS) software.
- Proficiency Working knowledge of engineering design software capabilities (e.g., AutoCAD, Bentley, etc.) desired.
- The ability to utilize a broad knowledge of management principles, practices and techniques to formulate and coordinate activities and functions with the Town is required.
- The ability to evaluate the effectiveness of the Town's operations and to institute improvements is required.
- A working knowledge of applicable Federal, State and Town laws and ordinances is required.
- A working knowledge of measuring devices such as engineers scale and architects scale is required.
- A working knowledge of utility/building codes in force in the State of Indiana is required.
- The ability to read and interpret construction plans, specifications, and maps and to make basic algebraic and geometric principles, and the ability to calculate surface area, volumes, weights and measures is required.
- The ability to review, prioritize, classify and analyze data is required.
- The ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations is required.
- The ability to exercise discretion in identifying and selecting from alternative courses of actions is required.
- The ability to make sound and rational decisions including exercising independent judgment within established protocols and guidelines is required.
- The ability to maintain and cultivate positive relationships with residents, vendors and

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- other Town departments is required.
- The ability to remain current with all required licenses, certifications and in-service requirements is required.
 - The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
 - The ability to proficiently speak, read and write in English is required. Spanish is desired.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts and the risk of electrical shock when working with office equipment and outdoor weather conditions. The noise level in the work environment is usually quiet to moderate.

While the offices of the Town of Plainfield are usually open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends. It also requires the ability to drive a Town vehicle. Thus, a valid driver's license is required.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date

Executive Director's Signature

Executive Director's Printed Name

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Date