



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 11, 2015

Closing Date: Until filled

ASSISTANT CITY ENGINEER

Category: Full Time/Exempt/Non-Bargaining

Department: Public Works/Engineering

Reports To: City Engineer

Schedule: Monday-Friday, 8:00 am-5:00 pm. Hours may vary based on operational needs.

Pay Rate: \$67,000-77,000/yr.

Position: **SUMMARY**

Assists the Engineering staff and other Departments with engineering-related activities. Develops designs for public improvements. Assists in operation of public works facilities. Assists in financial budgeting for Division activities. Reviews designs for public improvements made by others.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Reviews work of consultants for design of city sewer, water, road, public buildings and traffic signals.
- Reviews infrastructure designs for proposed subdivision within the city. Reviews city water and sewer extensions outside the limits of the city.
- Conducts traffic investigations and studies, including traffic warrants.
- Designs transportation, sewer, and drainage facilities.
- Assists with surveys as needed.
- Reviews subdivision plans and petitions, re-zoning petitions, right-of-way vacation petitions and provides comments to other agencies and the public.
- Manages implementation of the City's Storm Water Management Master Plan and coordinates the efforts with the CSO Long Term Control Plan.
- Trains other workers in use of new facilities and technology

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform other duties and assumes other responsibilities as apparent or as delegated

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- A Bachelor's Degree in Civil Engineering or equivalent from an accredited college is required.
- A minimum of five years of practice in engineering required.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of principles and practices of professional civil engineering
- Knowledge of principles and practices of engineering administration and construction engineering
- Knowledge of proper construction materials, methods, and workmanship
- Knowledge of engineering design, cost estimating, and related procedures
- Ability to make sound judgments
- Ability to deal effectively with subordinates, contractors, elected officials
- Ability to conduct public hearing, meetings and discussions
- Ability to clearly explain engineering and construction specifications and to monitor for strict adherence to all restrictions and safety regulations
- Ability to interpret plans, contracts, and specifications.
- Ability to conduct engineering surveys with a variety of mechanical and electronic instruments

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License and acceptable driving record.
- Registration as a Professional Engineer in Indiana, or the ability to become registered by comity within six months of employment is required.

EQUIPMENT

Automobile, variety of printers, telephone, facsimile, personal computer, photocopier.

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 functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or

walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required