

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Engineering

**Position:** Utilities City Engineer

**Job Category:** PAT (Professional, Administrative, Technological)

**Status:** Permanent, Full-time

**FLSA Status:** Exempt

**Date of Announcement:** November 30, 2022

**Application Deadline:** Until position is filled

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.*

- Assigns, directs and coordinates the activities within the Engineering Department.
- Provides information and assistance to citizens, public agencies and other departments; reviews plans and approves development.
- Prepares and processes Board of Public Works items.
- Prepare construction plans, details and specifications for projects; seeks funding when necessary
- Provide project input and review work.
- Recommend capital expenditures and certify contractor pay applications.
- Serves on commissions and various local and regional committees as required.
- Prepare work orders for road and utility repairs and improvements.
- Performs other related duties as required.

### **Minimum Training and Experience Required:**

- Bachelor's degree in Civil Engineering, and preferred three to five years relevant work experience.

### **Special Requirements:**

- Professional Engineer (PE) license in state of Indiana.

### **Minimum Physical and Mental Abilities:**

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching and reaching.
- Ability to perceive and discriminate shapes.
- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools, including measuring devices, testing equipment, gauges, levels, total station, etc.
- Ability to coordinate work, make determinations, and take action based on data analysis.
- Ability to work along with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time, and work rapidly for long periods, often amid frequent distractions and with intersection traffic, occasionally under time pressure.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance work priorities within and between offices.
- Ability to comprehend and correctly use a variety of informational documents including billing invoices, technical study reports, flow chart diagrams, engineering drawings, and other reports and records.
- Ability to comprehend a variety of reference books and manuals; including policy manual, specification books, zoning maps, engineering books, etc.
- Ability to prepare technical study reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **Supervisory Abilities:**

- Ability to assign, review, plan and coordinate the work of employees, consultants and contractors.
- Ability to evaluate employee job performance.
- Ability to provide instruction and training and to respond to employee problems.
- Ability to recommend/approve the discipline or discharge of an employee.
- Ability to recommend the selection, promotion or transfer of an employee.

**Mathematical Ability:**

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, perform calculations involving variables, use statistical information, and measure data.

**Language and Interpersonal Communication:**

- Ability to communicate effectively with Mayor, City Attorney, Council members, other City personnel consultants, developers, sales representatives, advisory groups, and the general public verbally and in writing.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgement, common sense, and principles of influence in the performance of tasks.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.

**Rate of Pay:**

- Bi-weekly \$3,548.00 - \$3, 672.18 as designated by current salary ordinance.

**Work Hours:**

- Monday - Friday, 7:00 a.m. - 4:00 p.m. (Evenings and weekends may be required as job duties demand).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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