



# Assistant City Engineer

## Job Information

<b>Position Title:</b>	Assistant City Engineer
<b>Department:</b>	Engineering
<b>Supervisor:</b>	City Engineer
<b>Salary Range:</b>	\$72,667 - \$90,833
<b>FLSA:</b>	Full-Time; Exempt
<b>Application Deadline:</b>	November 1st – Interviews to begin immediately

Apply Online at [www.columbus.in.gov/jobs](http://www.columbus.in.gov/jobs)

If you need assistance, accommodations or don't have access to the internet elsewhere, call or email City Human Resources 812-376-2570 or [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov) to make an appointment to apply in person. We welcome all applicants.

### INTRODUCTION:

Columbus, Indiana, population 50,000 is well known for its architectural innovation, community collaborations, engaged public, and high quality of life. The City is a regional center for financial services, health care, employment, entertainment, and shopping. For more information about our community visit our visitor center website at <https://columbus.in.us>.

### POSITION SUMMARY:

Under the direction of the City Engineer, responsible for helping to supervise and coordinate the day-to-day operations of the Engineering Department. Acts in the capacity of the City Engineer in his/her absence.

### RESPONSIBILITIES & DUTIES:

- The position is responsible for establishing and enforcing technical standards of street, traffic and stormwater facilities. The Assistant City Engineer reviews plans submitted by

others for compliance with these standards, and as such, will be required to work with a variety of property developers, engineers, land surveyors and other professionals.

- Represents the Engineering Department on INDOT, Bartholomew County, Redevelopment Commission, Metropolitan Planning Organization and Planning related activities and functions relative to infrastructure. Prepares technical responses to these department's requests on construction projects, development projects, land use decisions, rezones, annexations, programs and projects administered by these outside government agencies. Working effectively with other city government departments, attending meetings as necessary with other agencies, and effective communication and collaboration with city, county and state agencies is an essential function of this position.
- Attends meetings of Board of Public Works and Safety, Plan Commission, City Council and other groups, as assigned.
- Supervises the city's stormwater management practices, in cooperation with the MS4 Stormwater Coordinator.
- Prepares contract documents and specifications for Public Works projects. Solicits bids, reviews bids upon receipt, and makes recommendations to City Engineer and/or Board of Public Works and Safety.
- Receives and investigates citizen complaints regarding stormwater, traffic, and roadway concerns. Initiates appropriate action in solving valid complaints.
- Oversees the preparation and maintenance of all records and reports pertaining to various department projects and submits to appropriate person and/or agency.
- Supervises the inspection of street, traffic, and stormwater construction projects.
- Assist in the preparation and submittal of the department's annual report.
- Assists in the development and administration of the department's Asset Management Program by keeping records, analyzing data and implementing improvements to the asset management of the streets and stormwater systems.
- Takes all reasonable steps to maintain a safe work environment consistent with OSHA and other federal, state and local requirements.
- Performs related duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

- The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, sitting, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions; tasks require visual perception and discrimination.
- Vision sufficient for Driver's License, creation and maintenance of documents and using equipment.

**EDUCATION:**

Must have a bachelor's degree in Civil Engineering or related field from an accredited university. Should have a high degree of proficiency in practical drafting, construction, and civil engineering.

**JUDGMENT:**

Ability to exercise independent judgment and discretion in implementing city policies, department policies, and ability to represent the city and engineering department professionally in the community and at statewide functions and meetings.

**WORK ENVIRONMENT:**

- Must work in both professional office environment and on-site in construction and pre-construction conditions. Frequent presence on construction sites. Occasional out-of-town travel. Must be able to occasionally work evenings, early mornings, weekends and overtime, in order to attend meetings and supervise and visit projects on-site.
- The minimum working conditions for this position require the employee to work both inside and outside, be exposed to temperatures below 32 degrees for periods of more than one hour, be exposed to temperatures above 100 degrees for periods of more than one hour, be exposed to noise, vibration, hazards, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- Ability to work both independently and as a member of a team.

**Safety Equipment:** The safety equipment required includes, but is not limited to, a hard hat, safety vest, safety glasses and steel-toed shoes, depending on the task.

**LICENSES OR CERTIFICATIONS:**

- A Professional Engineering Registration in the State of Indiana or has the ability to obtain one is required. Preferably 3 to 5 years' experience in construction or civil engineering field.
- Must have a valid Indiana Driver's License and maintain it at all times or have the ability to. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.

**EMPLOYEE BENEFITS:**

The City of Columbus offers a competitive benefits package to all full time employees. This includes a comprehensive health insurance plan that begins on the first day of employment, with no waiting period. The City also currently contributes 14.2% of the employee's annual income to the Indiana

Public Employees Retirement Fund for every full time employee, which is a guaranteed pension plan to help set employees up for retirement. The City also provides each employee with \$20,000 in life insurance along with short term and long-term disability plans that are 100% paid for, by the City. These are just a few of the benefits offered to full time employees. To see a more in-depth list visit: [Full Time Employee Benefits – City of Columbus, Indiana](#)

### **Residency**

Must reside in Bartholomew County or adjoining county within six (6) months of employment.

### **Drug/Alcohol Testing**

This position is a safety sensitive position and, as such, subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

*Note: This description is intended to describe the type of and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person, and employees at the city may be given other assignments at will.*

## **AN EQUAL OPPORTUNITY EMPLOYER**

**M/F/D/V**

\*all potential applicants are encouraged to apply, and if you need an accommodation or help to apply online, please call 812.376.2570 to make an appointment or email [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov)