

**POSITION DESCRIPTION  
COUNTY OF GREENFIELD, INDIANA**

**POSITION:** Assistant City Engineer  
**DEPARTMENT:** Engineering/Customer Service (Utility Billing)  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** December 2008  
**DATE REVISED:** May 2025

**STATUS:** Full-time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Utility Engineer is responsible for assisting the City Engineer in providing professional engineering services to the city and supervising personnel.

**DUTIES:**

Supervises and directs assigned personnel, delegating work assignments.

Monitors/inspects construction projects and private development before, during and upon completion to ensure compliance with state and local codes and contract specifications, communicating with contractors and developers to resolve problems, and periodically mediating disputes as needed. Solicits and reviews bids from contractors for construction projects.

Monitors, reviews, and plans new developments and annexations, including consulting with other department employees and utilities officials, approving address assignments, and maintaining records of performance bonds and related transactions. Consults with developers, builders, and attorneys concerning economic development projects.

Maintains communication with other city departments and City Engineer to exchange information relating to planning, engineering, and construction of city projects, including providing information relating to capital improvement projects and formulating policy.

Acquires rights-of-ways, easements, and other land parcels needed for public works projects, including researching property records, negotiating with land owners, and obtaining land.

Works closely with and assists Greenfield Utilities in all technical aspects of plan reviews, design, construction, and inspection of utility projects including, but not limited to, main extensions, service line installations or adjustments, asset management, financial planning

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Civil Engineering from ABET accredited college or university, or related field. Minimum preferred requirements include an Engineering Intern (EI) license with an additional preference given to an Indiana Professional Engineer (PE) or person working toward PE licensure.

Ability to meet all department hiring requirements.

Thorough knowledge of and ability to make practical application of standard principles and practices of engineering and state and local regulations regarding construction and subdivision control.

Ability to assess City needs and effectively plan, design, coordinate and complete appropriate, cost-effective projects.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise and direct assigned personnel and delegate work assignments.

Ability to effectively communicate orally and in writing with co-workers, other City departments, various state and federal agencies, consultants, contractors, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to properly operate standard office, surveying and drafting equipment, including computer, printer, calculator, fax machine, scanner, digital camera, plotter, and surveying instruments.

Ability to make complex mathematical calculations, analyze survey and other data, read and interpret detailed prints, sketches, and specifications, and prepare detailed documents and reports as required.

Ability to plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for seminars, sometimes overnight.

Ability to occasionally serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Duties are broad in scope, involving many complex variables and considerations. Individual exercises independent judgment in analyzing data, interpreting precedents, selecting and applying appropriate legal guidelines and standard practices of the profession to specific cases and circumstances.

## **III. RESPONSIBILITY:**

Individual receives administrative direction, with general objectives indicated. Individual makes an extensive contribution to development and implementation of department objectives, policies and procedures, discussing unprecedented situations with supervisors as needed. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Individual maintains frequent contact with co-workers, other City departments, various state and federal agencies, consultants, contractors, elected officials, and the public for purposes, of negotiating, rendering services, exchanging information, and ensuring cooperative working relationships.

Individual reports directly to City Engineer.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Individual performs duties in a standard office environment and periodically outdoors in the field, involving sitting/standing/walking for long periods, lifting/carrying equipment weighing under 25 pounds, close/far vision, color perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Utility Engineer in the Engineering Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**JOB POSTING  
CITY OF GREENFIELD, INDIANA**

**POSITION:** Utility Engineer  
**DEPARTMENT:** Engineering/Customer Service (Utility Billing)  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** December 2008

**STATUS:** Full-time

**DATE REVISED:** April 2021

**FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

**ESSENTIAL FUNCTIONS:**

Supervises assigned personnel, delegating work assignments;  
Monitors/inspects projects and subdivision developments to ensure compliance with codes and specifications, communicating with contractors and developers to resolve problems, and mediate disputes. Solicits and reviews bids for construction projects;  
Monitors, reviews, and plans developments and annexations. Consults with developers, builders, and attorneys concerning projects;  
Maintains communication with city departments to exchange information relating to planning, engineering, and construction of city projects, including providing information relating to capital improvement projects and formulating policy.  
Acquires rights-of-ways, easements, and land parcels needed for projects, including researching records, negotiating with land owners, and obtaining land; and

**REQUIREMENTS:**

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements;  
Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct;  
Ability to effectively communicate orally and in writing with co-workers, other City departments, various state and federal agencies, consultants, contractors, elected officials, and the public;  
Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions; and  
Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

**LICENSE/CERTIFICATION NEEDED:**

Baccalaureate Degree in Civil Engineering, or related field, with preference given to candidate holding an engineering intern license and/or Indiana professional engineering license; and Possession of a valid driver's license and demonstrated safe driving record.

assistant.engineer/engineer