

Lindon City
100 North State Street
Lindon, UT 84042-1808



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LINDON CITY JOB OPENING

Staff Engineer or Engineer In Training

Full-time

Open Until Filled. First review of applications on March 6, 2019

APPLICATION REQUIREMENTS

Applicants must submit a cover letter, resume, and a completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). Those selected for final interviews may be asked to complete computer skills analysis testing.

JOB DESCRIPTION

TITLE: Staff Engineer or Engineer In Training (EIT)

PAY RANGE: **Staff Engineer:** Range 21 (\$55,348 to \$82,908 annually). Salary is negotiable within Range 21 depending on qualifications; or

Engineer In Training (EIT): Range 18 (\$47,112 to \$70,512 annually). Salary is negotiable within Range 18 depending on qualifications.

Includes Full Benefits (medical, dental, 401k, State retirement pension, vacation, sick leave, etc.). *City may elect to hire candidate(s) who do not meet all listed qualifications at a lower pay range. Final selection will be based on training and experience at the City's discretion.*

DEPARTMENT: Public Works

SCHEDULE: 40+ hours per week. Typically works Monday-Friday (7:00 am to 3:30 pm). May be required to occasionally work evenings and weekends.

STATUS: Regular Full-Time

FLSA CODE: Staff Engineer: Exempt (not overtime eligible); EIT: Non-exempt.

NATURE OF THE WORK

Under the direction of the City Engineer, provides technical assistance to the City Engineer and Public Works staff, including performance of complex professional and technical engineering work such as review of land development plans, CAD drafting and design, GIS services, and roadway and utility design for public utility infrastructure systems such as streets, water, sewer, and storm water.

EXAMPLES OF DUTIES

- Reviews civil engineering plans submitted for private site plans and subdivisions to determine compliance with City standards, specifications, polices and ordinances.
- Designs and reviews plans for public works projects including streets, storm drains, water, and sewer.
- Prepares and/or checks engineering calculations for various projects.
- Participates in coordination meetings with City's Public Works and Planning departments, and outside consultants or agencies.
- Assists with capital facilities plan updates and implementations.
- Operates personal computer in applying various computer programs in the development and maintenance of engineering documents, specifications, plans, and computer aided monitoring systems.
- Performs a variety of advanced technical duties related to the development, maintenance, or creation of digital maps through a geographic information system (GIS) software, and computer aided design (CAD), or related computer program application(s).
- Performs GIS functions dealing with utilities such as streets, water, sewer, and storm drain.
- Assists in the operation of GPS survey equipment to collect field data for municipal utilities and downloads and plots this data using CAD and GIS software applications.
- Produces maps, surveys, engineering drawings, graphics and reports.
- Assists in maintaining and updating the City's standard specifications & drawings.
- Provides information to the public and responds to citizen inquires and complaints.
- May perform quality control for assigned projects and monitors or inspects various public works projects.
- Performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

Working Knowledge of:

- Principles and practices of Civil Engineering for urban settings.
- Current design practices, and construction methods related to public works, including: water, sewer, storm water, roads and subdivision development.
- Local, State, and Federal codes related to public infrastructure design and construction;
- Surveying and computer drafting principles.
- Residential and commercial development and public works plan review.
- Inspection methods for construction projects.
- CAD and GIS software.
- GPS surveying.

Ability & Skills to:

- Establish and maintain effective working relationships with City officials, City employees, contractors, service providers, and the general public and to resolve problems.
- Organize and follow through with multiple projects of various complexity at the same time.
- Read, review, and interpret various engineering plans, designs and specifications and ensure conformance with City, State and Federal standards.
- Operate a personal computer for report writing, record keeping, e-mail, technical calculations, and project design.
- Operate GPS surveying equipment to collect infrastructure assets.
- Use CAD software (AutoCAD Civil 3D preferred) and GIS software (ESRI ArcGIS preferred) for infrastructure design and mapping.
- Understand verbal and written directions and instructions.
- Effectively communicate both verbally and in writing.
- Work under stress and time deadlines with a pleasant demeanor.
- Safely and adequately perform job functions as listed in "Examples of Duties".

EDUCATION AND EXPERIENCE

- Graduation from a college or university with a bachelor's degree in civil engineering or related field.
- 2 to 3 years of full-time civil engineering work experience, or similar job duties.

LICENSES AND CERTIFICATES

- Must have a valid State of Utah Driver License with no significant violations or restrictions that prohibit ability to perform essential job duties.
- Must have Professional Engineer License (PE) registered in the State of Utah.
 - **NOTE:**
 - Engineer In Training (EIT) candidates who are within two years of becoming a licensed Professional Engineer will also be considered if other qualifications are met.
 - Candidates that have significant knowledge, ability and/or skills in the desired areas outlined herein and who have significant relative experience performing work similar to those listed under "Examples of Duties" may also be considered.

WORKING ENVIRONMENT

- Tasks require a variety of physical activities, not generally involving muscular strain. Ability to lift or move medium to heavy weights up to 50 pounds.
- Physical demands may occur in activities related to walking on uneven ground (in potentially harsh weather conditions), standing, stooping, sitting, reaching, etc.
- Normal office setting for reports / record keeping, etc.
- Outdoor work required in various weather conditions during construction projects, site inspections, collection of utility information, etc.
- Talking, hearing and seeing required in the daily performance of duties.
- Mental application utilizing memory and attention to details, emotional stability and discriminating thinking and creative problem solving.
- Exposure to stress as a result of human behavior and work required to complete work within required time constraints and deadlines.
- Periodic local travel required in course of performing job functions.
- Will be required to safely operate a city-issued vehicle.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment.

Lindon City is an Equal Opportunity Employer.