

**NORTH HUNTINGDON TOWNSHIP
WESTMORELAND COUNTY, PENNSYLVANIA**

JOB DESCRIPTION

JOB TITLE: Township Engineer

DEPARTMENT: Administration

DATE OF OPENING:

STATUS: New Position

TERMS:

- (1) Full-time Daylight Shift
- (2) Salary position, Exempt
- (3) At-will non-union employee

SUPERVISION: Township Manager

SUMMARY OF DUTIES

Performs complex supervisory, administrative and professional engineering work, including streets, storm sewers, traffic, parks, subdivisions and land developments, and building construction.

SUPERVISION EXERCISED

Exercises supervision over clerical, administrative, and professional staff as assigned. Also, may manage external engineering consultants.

TYPICAL DUTIES

1. Supervises support staff, either directly or through subordinates.
2. Determines work procedures, prepares work schedules, and expedites workflow.
3. Issues written and oral instructions.

4. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
5. Plans, organizes, supervises, coordinates and performs professional engineering work in the design and construction of streets, sidewalks, storm sewer lines, bridges, parks improvement projects, building construction and renovation, traffic signals and circulation, and related Public Works projects.
6. Inspects, either directly or through subordinates, public improvements and issues reports and recommendations concerning such construction.
7. Provides staff support to the Planning and Zoning Department, as required. Assists with the maintenance and development of the Township's GIS.
8. Issues development and engineering-related permits, as required.
9. Attends meetings of the Board of Commissioners, Planning Commission, and other agencies as directed and required.
10. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
11. Maintains harmony among workers and resolves grievances.
12. Prepares various engineering reports as required.
13. Adjust errors and complaints from the public.
14. Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.
15. Assists in the evaluation of public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including street, drainage, public property, and park maintenance.
16. Determines applicable codes, regulations, and requirements for assigned projects.
17. Prepares engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
18. Assists with project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
19. Coordinates the preparation of reviews and updates the storm drainage and street system maps and related database information.

20. Responds to public or other inquiries relative to applicable policies and procedures. Evaluates issues and options regarding applicable municipal functions and services and makes recommendations.
21. Assist with the review of utility permits, street use permits, franchise utility permits, etc.
22. Assists in the development of pavement management systems.
23. Maintains the engineering and infrastructure records.
24. Assures receipt and accuracy of as-built records of projects, and documents necessary changes for the operation and maintenance programs.
25. Other duties as assigned by the Township Manager.

PERIPHERAL DUTIES

1. Assists in the training of Township personnel in engineering concepts and techniques.
2. Serves on various municipal committees, as assigned.
3. Maintains contact with consulting engineers, construction project engineers, County, State and Federal agencies, professional and technical groups and the general public regarding municipal engineering activities and services.

MINIMUM QUALIFICATIONS

1. Minimum qualifications are a bachelor's degree Civil Engineering. P.E. in civil engineering is required. Five years of civil engineering experience required.
2. Skill in operation of listed tools and equipment.
3. Ability to effectively meet and deal with the public, internal staff, vendors, and elected officials.
4. Ability to write, read, and speak the English language fluently.
5. Must be a United States citizen.
6. Must possess a current Pennsylvania driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

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 talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor settings. Outdoor work is required in the inspection of various construction sites or public works and parks facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

While performing the duties of this job, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the office work environment is usually quiet to moderate; however, noise on construction sites may be loud.

SPECIAL REQUIREMENTS

1. The successful candidate must successfully pass a background investigation conducted by the Township with respect to any criminal history of the candidate that may jeopardize the Township considering the daily contact the successful candidate will have with confidential material.

2. The successful candidate will be placed on a probationary status for 6 months from the date of hire. Township management staff will conduct a performance review after this 6-month probationary period to determine if the probationary employee will be promoted to permanent full-time non-probationary status.
3. The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
4. The job description does not constitute an employee agreement between the Township of North Huntingdon and the employee and is subject to change by the Township of North Huntingdon as the needs of the Township and requirements of the job change.

SELECTION GUIDELINES

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.


RECOMMEND FOR APPROVAL BY:



John M. Shepherd
Township Manager

12/21/06
Date

APPROVED BY THE BOARD OF COMMISSIONERS ON THIS 20th DATE OF
December, 2006



Richard G. Gray
President of the Board

1-11-07
Date