



***JOB POSTING April 11<sup>TH</sup>, 2018***

**Position: Staff Engineer Level 1**

**Dept: Engineering**

**Reports to: Assistant City Engineer**

**Content Revision Date: 4/10/2018**

**FLSA: Exempt**

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**Position Responsibilities (include but are not limited to the following):**

- Assist Assistant City Engineer in oversight of various projects from inception to completion
- Provide technical assistance to other staff as needed
- Coordinate with consultants on capital projects
- Estimate cost of capital projects for planning documents
- Perform engineering design as needed
- Review plan submittals for new residential, commercial and industrial development as needed
- Assist customers with various information provided by the Department
- Perform traffic studies and other engineering analyses as needed
- Searches for and compiles field data based on project needs and specifications
- Performs construction inspection as needed
- Answer office telephone
- Assist at front desk, as needed
- Storm water inspection & review

**Knowledge, Skills, and Abilities Required:**

- Strong engineering skills
- Excellent decision making abilities
- Excellent organizational and communication skills
- Ability to troubleshoot data discrepancies
- Must be able to work well with others
- Willingness to seek out and attend professional seminars
- Willingness to seek out GIS solutions to functions within the office

**Minimum Qualifications:**

**Education/Training:** B.S. in Civil Engineering with F.E. Certification preferred.

**Experience:** Experience with the management of engineering projects of various scales  
Excellent computer skills to include MS Excel, MS Word, MS Access, etc.  
Excellent written and oral communication skills.  
GIS training and experience is preferred.

**Working Conditions:** Office setting, limited field work

**Physical Requirements:**

- Ability to sit for extended periods of time
- Ability to perform computer activities for extended periods of time
- Ability to lift 50 pounds

**How to Apply:** Applications/Resumes and professional references will be accepted online only at [terrehaute.in.gov](http://terrehaute.in.gov). Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

**Position will remain open until filled.**