



## City of Greenwood – Director and City Engineer

<b>Job Title:</b>	Director and City Engineer	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Community Development Services	<b>Job Code:</b>	
<b>Location:</b>	300 S Madison Ave	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Deputy Mayor
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 So Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Responsible for the administration and operation of the Department of Community Development Services for the planning, designing, and monitoring the City's infrastructure, for the designing, review, monitoring and inspection of construction plans and projects, and supervises planning and engineering staff.</b>		

### Duties and Responsibilities:

- Supervises and directs Department personnel, including interviewing applicants, hiring, making work assignments, evaluating, providing corrective instruction and terminating as needed.
- Reviews residential, commercial and industrial development plans and makes on-site inspections for compliance with local ordinances/codes. Serves on Technical Review Committee.
- Assists Sanitation, Stormwater and Street Departments with planning and implementation of infrastructure improvement projects, including evaluating needs, developing long-range plans, receiving and investigating public complaints, inspecting/surveying project sites, and reviewing/approving construction plans, service agreements, bonding and/or legal documents, such as for storm and sanitary drainage and acquisition of rights-of-way and easements. Prepares specifications and bid documents for annual Street Department maintenance contracts.
- Reviews and monitors contracts with consultants for design, inspection and/or testing of propose/existing infrastructure projects. Supervises and/or conducts field review of contracted construction projects to ensure compliance with approved plans for subdivision improvements and site developments.
- Maintains and updates subdivision bond files, reviews construction plans, and performs on-site inspections to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects. Corresponds/communicates with developers as needed.
- Receive inquiries and complaints and directs to appropriate person or department. Provides follow up as needed.
- Prepares specification, designs and plans; coordinates and completes appropriate documents for related contracts, coordinates activities/projects with appropriate government agencies; inspects projects during and after completion; and provides technical support as needed for the City's departmental construction projects.
- Assists in acquisition of easements and rights-of-way for City projects, including explaining processes to property owners.



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- Attends, participates and conducts public hearings/meetings as required, and serves as an advisor to the City Planning Commission.
- Conducts studies regarding traffic control, signage and related issues and makes recommendations to Board of Public Works and Safety and/or City Council.
- Prepares and submits annual Department budget and administers upon approval, including authorizing payroll and other expenditures.
- May be requested to prepare and make public speeches and presentations.
- Periodically collaborates and coordinates with County officials regarding bridge construction projects within city limits. Meets and coordinates with state and local agencies concerning impact and coordination of various infrastructure projects, including transportation and sewers.
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

### Job Requirements:

- **Education:** Bachelor Degree in Civil Engineering, Construction Technology or related field
- **Experience:** Minimum of 5 years' experience in a governmental engineering department or in an engineering capacity that works closely with municipalities
- **Skills and Abilities:** Working knowledge and ability of computer and computer software, Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating, providing corrective instruction and terminating as needed, Ability to work on several tasks at the same time, plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision, Ability to prepare and administer Department budget, Ability to compute and calculate results, read and interpret prints, sketches and specifications, and prepare detailed reports as required, Ability to prepare and make public speaking presentations, Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations, Ability to regularly work under stressful conditions extended hours, occasionally work evening and/or weekend hours, and occasionally travel out of town, sometimes overnight, Possession of a valid driver's license and demonstrated safe driving record
- **Physical:** Must be able to sit for long period of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: