JOB OPENING

POSITION: Staff Engineer
STATUS: Full-time
SALARY: Hourly; Based on Experience
CLOSE DATE: Open until filled; first review April 4th

Reporting to the City Engineer, the Staff Engineer performs a variety of professional duties related to planning, organizing, directing, and controlling the design, development, and construction of city infrastructure.

This includes monitoring compliance with engineering standards, assisting in the preparation, review, and maintenance of engineering documents / reports as well as representing the City as a liaison with county and local jurisdictions.

The Staff Engineer also assures timely and accurate maintenance of the city mapping system; uses CAD/GIS technology to document city infrastructure, i.e., water system, addressing, signalization system, zoning districts, etc.

The successful candidate will possess the following:

**Education and Experience:**
- Graduation from ABET accredited college with a bachelor’s degree in civil engineering;
  AND
- Five (5) years of progressively responsible experience directly related to above duties;
  OR
- An equivalent combination of education or experience.

**Knowledge and Skills:**
- *Working knowledge* of computer aided design (CAD), Auto CAD Civil 3D and related peripherals, Geographical Information Systems (GIS), ArcMap (ESRI) software.
- *Ability to* communicate effectively verbally and in writing; read and interpret plans and specifications, visualize completed projects in planned stages and estimate the end results.

**Special Qualifications:**
- UTAH Professional Engineer License (PE).

  *Candidates who are within two years of becoming a licensed Professional Engineer will also be considered if other qualifications are met.*

If interested, please submit a Bluffdale City Employment Application and resume to Bluffdale City Corporation, 14350 South 2200 West, Bluffdale, Utah 84065 or email to sthayer@bluffdale.com. An employment application can be downloaded from www.bluffdale.com. This position is open until filled.
GENERAL PURPOSE

Performs a variety of professional duties related to planning, organizing, directing, and controlling the design, development, and construction of city infrastructure. Assists in monitoring compliance with engineering standards and the delivery of engineering services. Assists in the preparation, review, and maintenance of engineering documents, reports and information.

SUPERVISION RECEIVED

Works under the direction of the City Engineer.

SUPERVISION EXERCISED

Provides supervision and direction to departmental staff on a project-by-project basis or as assigned.

IMPORTANT FUNCTIONS

Assists in planning, organizing, coordinating, and directing operations and activities such as project design, management and construction administration, related to water, waste water, storm drain, streets, curbs and gutters, traffic engineering, and other public works projects affected by private development and city capital improvement projects (CIP); recommends project priorities; prepares engineering reviews and reports for proposed projects and developments.

As assigned, participates in meetings with developers, contractors, architects, etc., as needed to inform and educate regarding city standards and project expectations; assesses proposals and makes recommendations in relation to city general plan.

Monitors progress of contract projects; provides quality assurance review of various stages of project completion; as assigned, initiates corrective action and change orders as needed to maintain established local, county, and federal standards.

Assists in reviewing and approving engineered plans and specifications for public improvements, subdivisions, and planned business development; determines plan compliance with codes and standards; provides professional engineers stamp for in-house design projects and incurs personal professional liability per Utah Code; approves all city plats for conformity with survey requirements, City Ordinance, and Utah Code.

Assures timely and accurate maintenance of city mapping system; uses CAD/GIS technology to document city infrastructure, i.e., water system, addressing, signalization system, zoning districts, etc.

Participates in the development and maintenance of city Storm Drain Management Plan; serves as liaison with county, and local jurisdictions; represents the city as staff to various commissions and taskforces; prepares various reports, projections, and evaluations as required; provides input to City Council and committees as required.

Reviews public works project site plans to determine compliance with established policies, rules, regulations, ordinances, etc.; performs periodic public works inspections to assure compliance with material specifications.

Performs related duties as required.
**Minimum Qualifications**

1. **Education and Experience:**
   
   A. Graduation from ABET accredited college with a bachelor's degree in civil engineering;  
      AND  
   B. Five (5) years of progressively responsible experience directly related to above duties;  
      OR  
   C. An equivalent combination of education or experience.

2. **Knowledge, Skills and Abilities:**

   **Working Knowledge of** computer aided design (CAD), Auto CAD Civil 3D and related peripherals Geographical Information Systems (GIS); ArcMap (ESRI) software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and worker motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management.

   **Skill in** the art of diplomacy, cooperative problem solving and customer service

   **Ability to** communicate effectively verbally and in writing; read and interpret plans and specifications, visualize completed projects in planned stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. **Special Qualifications:**

   UTAH Professional Engineer License (PE).  
   Candidates who are within two years of becoming a licensed Professional Engineer will also be considered if other qualifications are met.

4. **Work Environment:**

   Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

**Disclaimer:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.