EMPLOYMENT OPPORTUNITY
CITY OF SARATOGA SPRINGS
ENGINEER I (EIT)
Full-Time

The City of Saratoga Springs currently has an opening for an Engineer I; this is a full-time, exempt, position with the Saratoga Springs Engineering Department of approximately 40 hours per week. This is position under the specific supervision of the City Engineer.

This position performs professional and technical engineering work to assist in coordinating and participating in the design, development, and construction of City. The applicant hired will be required to maintain a communication link between the City Engineer, Assistant Public Works Director, Developers, Planning Department and Residents.

ESSENTIAL JOB FUNCTIONS:

- Analyze and interpret complex engineering construction and planning documents for compliance with City requirements including review of engineering plans and technical reports for private development projects
- Review of final plats, preliminary plats and site plans to determine compliance with City requirements
- Provide information and assistance to the public regarding City standards and policies
- Conduct field/site visits as needed including site inspections to identify potential construction/design constraints
- Coordinate projects with staff, developers, consultants, and outside agencies by attending meetings, explaining the City’s position to developers, evaluating other party’s needs and preparing written or verbal presentations
- Assist in conducting traffic studies to support police department enforcement and compliance with state and local codes; assists in conducting traffic studies to support project design projections
- Performs other duties as assigned

JOB QUALIFICATIONS:

Education & Experience:

- Applicants must have successfully graduated from an accredited college or university with a Bachelor’s degree in Civil engineering or a related field
- Internship(s) or work in the Civil Engineering field is preferred

Certifications Required:

- Must have passed the fundamentals of engineering exam (EIT Certification)
- Must possess a valid Utah driver’s license
Knowledge, Skills & Abilities:

- Excellent oral and written communication
- Working knowledge of AutoCAD
- Construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
- Technical expertise, but has the ability to see the big picture
- Enthusiastic, driven, hard-working, and approachable by citizens, staff and council
- Assist in establishing an atmosphere of trust, mutual respect, and cooperation
- Read and interpret engineering construction drawings, surveys, plats, engineering studies and technical reports, design manuals, codes, and regulations
- Communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions
- Prioritize a complex set of work objectives, maintain several concurrent projects and responsibilities
- Work in an office environment as well as outside in the field
- Interpret plans and specifications
- Receive, deliver, and explain oral and written instructions
- Exercise initiative and sound judgement and react resourcefully under varying stressful situations.
- Communicate effectively with the public under potentially adverse circumstances and to work well with others
- Follow City policy
- Concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner

WORKING CONDITIONS:

- Comfortable working conditions, talking, listening, intermittent sitting, standing and walking
- Regularly sits at a desk or table
- Walks, stands or stoops
- Work for sustained periods of time maintaining concentrated attention to detail
- The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally
- Person may need to lift up to 50 lbs. on an occasional basis
- This position requires the employee to be outdoors periodically and to drive a City vehicle
- This position has exposure to stressful situations as a result of human behavior
- Work is often performed under deadlines and time constraints which may require alterations in the normal work schedule

SALARY RANGE:
Hiring range of $42,000/annually to $49,000/annually D.O.Q. & D.O.E. This is an FLSA exempt position.
**BENEFITS:**
The City offers a competitive benefits package including health, dental, life and long term disability insurance. The City participates in the Utah Public Retirement System (pension). In addition, the City does not participate in Social Security so no Social Security taxes are deducted from your paycheck. In lieu of the City’s Social Security contributions, the City contributes 6.2% of salary into a 401(k) retirement plan. Other benefits include 120 hours of paid time off (PTO) accrued annually, 40 hours of short-term medical leave (STM) accrued annually, 10 holidays annually, and a flexible work schedule is negotiable.

**APPLICATION PROCESS:**
To apply, please submit a City application form, Cover Letter, Resume and contact information for five professional references by mail to the City of Saratoga Springs, Human Resources, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah, 84045, or by email to hneibaur@saratogaspringscity.com or by fax at (801) 766-9794. Applications forms may be obtained on-line at www.saratogaspringscity.com.

**CLOSING DATE:**
Open until filled. A first review of applications will be done on or after April 8, 2016 at 5:00pm; anything received after this date is not guaranteed a review or interviews. Send questions to Holly Neibaur at hneibaur@saratogaspringscity.com.

**NOTE:**
The City will provide reasonable accommodations as needed.

Pre-employment drug testing, proof of employment eligibility, and background check required.

**SUSPENSION OF PROCESS, ETC.:**
The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City’s best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant’s sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

Saratoga Springs is an Equal Opportunity Employer.