



GRIMES ENGINEERING DIVISION SEEKS STAFF ENGINEER/ENGINEER-IN-TRAINING

The City of Grimes seeks motivated applicants to join its team in a newly created Staff Engineer/Engineer in Training position. This is a new position that will report to the City Engineer to help develop, coordinate, administer and supervise engineering services in the Development Services Department.

Top priorities for the position include helping ensure public and private infrastructure is analyzed, designed, constructed, inspected and managed in accordance with City Codes, policies and regulations and providing incidental supervision of the installation of public infrastructure in partnership with the Senior Engineering Technician. Starting pay ranges from \$69,166 to \$75,364.25 annually, depending upon qualifications and experience.

Please complete job application found at the Grimes website:

<https://www.grimesiowa.gov/OurCommunity/HumanResources/JobOpenings.aspx>

Special Requirements

A post-offer background check is required. For consideration, submit: (1) a completed application, (2) resume, and (3) cover letter via email to Tammy Johnson at tjohnson@grimesiowa.gov, or to the Human Resources Department in the Grimes Community Center at 410 SE Main, Grimes IA 50111. Materials will be reviewed as they are submitted through **December 19, 2021**.

A. Position Title	Location
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Staff Engineer/EIT	Development Services Department, Grimes Community Complex
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B. Job Specifications		
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<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Development Services	To: Click here to enter text.
Reports to:	City Engineer	Bargaining Unit: N/A
Post Offer Testing:	Click here to enter text.	FLSA: Exempt
Civil Service:	N/A	Hourly/Monthly Pay:

C. Job Description Summary

Under the direction of the City Engineer, prepares and reviews engineering designs, plans, specifications and cost estimates for public infrastructure projects. Assists with the review and inspection of private development projects in relation to the City's infrastructure. Utilizes an understanding of City standards, engineering standards and state law to ensure compliance of construction activities related to public and private infrastructure. Participates in the preparation of the City's annual Capital Improvement Program (CIP). Contributes to the in-house engineering design, bidding and construction of CIP projects. Responds to inquiries and concerns from citizens and contractors and performs related work as required.

D. Routine Job Duties/Responsibilities
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<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Prepares and reviews engineering designs, plans, specifications and cost estimates for public infrastructure projects to ensure compliance with established requirements.
Assists in the review and approval process of engineering designs, plans, specifications, and as-built records for private development projects.
Reviews public and private development street pavement, water main, storm sewer, sanitary sewer and sidewalk/trails design and construction for compliance with the Statewide Urban Design and Specifications (SUDAS) and City of Grimes standards.
Assists City Engineer with the preparation of the City's annual Capital Improvements Program including developing public improvement concepts and generating conceptual cost estimates.
Assists Engineering Division staff with construction administration and periodic construction observation duties on public and private infrastructure projects, including but not limited to: leading preconstruction meetings, preparing and reviewing pay applications and change orders and overseeing project closeouts.
Prepares letters, city council memos, resolutions and other documents as necessary to prepare for council meetings and respond to the general public.
Assists with the locating and accuracy of the City's infrastructure assets in the GIS database.
Responds to inquires and concerns from residents, businesses and contractors regarding public and private infrastructure improvements, completes on-site investigations and acts as the City's representative.
Performs other duties and responsibilities as assigned.

E. Periodic Job Duties/Responsibilities

Prepares funding/grant applications.
Assists with development of supplemental design and construction specifications.
Attends construction meetings such as, but not limited to, preconstruction, utility coordination, and project update meetings.

F. Qualifications

Education/Experience:	Bachelor's Degree in Civil Engineering from a four (4) year accredited college or university.
Skills:	Ability to organize and coordinate multiple engineering projects and activities to obtain maximum results; sound problem-solving ability; ability to communicate effectively and clearly, both verbally and in writing; ability to prepare technical reports, estimates, construction and cost records.
Knowledge	Entry-level knowledge of modern principles and practices of public works and civil engineering; basic knowledge of AutoCAD Civil 3D (or equivalent) and ArcReader GIS software (or equivalent); ability to coordinate the activities of engineering technicians; ability to manage multiple tasks simultaneously; ability to communicate and cooperate with officials, co-workers, contractors and the general public. Proficient with PCs and computer software and applications, including CAD, GIS, GPS and/or civil engineering design software, word processing, database and spreadsheet software.
Licenses/Certifications:	Engineering Intern Certificate or ability to obtain Engineering Intern Certificate within 12 months of employment.
Other:	Click here to enter text.

G. Working Conditions

Lifting Requirements: <i>(Refer to Glossary of Terms)</i>	Sedentary/light work. Exerts up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
Physical Requirements: <i>(Refer to Glossary of Terms)</i>	Work is performed primarily in office setting with periodic off-site visits. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and related equipment
Safety Hazards: <i>(Refer to Glossary of Terms)</i>	N/A

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.

<input type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: