



## Position Announcement

24 N Center Street, Marshalltown, IA 50158

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[www.marshalltown-ia.gov](http://www.marshalltown-ia.gov)

[hr@marshalltown-ia.gov](mailto:hr@marshalltown-ia.gov)

The City of Marshalltown is an equal opportunity employer

**Position:** Civil Engineer II (PE required)

**Department:** Public Works

**FLSA Classification:** Full Time Exempt

**Civil Service Classification:** Not covered by Civil Service

**Pay Range:** Non-Union Pay Grade 11 \$90,826 – 122,151 **Starting Pay Rate:** Based on experience

**Application Process:** All applicants must submit the following materials:

1. **City of Marshalltown Employment Application.** Applications can be found at [www.marshalltown-ia.gov](http://www.marshalltown-ia.gov) under employment opportunities
2. **Cover letter and resume.**

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email [hr@marshalltown-ia.gov](mailto:hr@marshalltown-ia.gov) or printed and mailed to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

**Closing Date:** OPEN UNTIL FILLED

### General Statement of Duties

Performs highly responsible and difficult engineering work in directing and performing a variety of municipal engineering functions; does related work as required.

### Distinguishing Features of the Class

This is responsible and difficult technical and administrative work involving the planning, organization, design, construction observation/administration, and coordination of public works projects. The work is performed under the general direction and supervision of the Public Works Director/City Engineer but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Public Works Director/City Engineer, other City employees, contractors, developers, contract engineers and architects, community group representatives, and the general public. Supervision is exercised over the work of Surveyors, Technicians, and seasonal construction personnel, and close communication and coordination with contractors is exercised. Work is of a technical nature requiring extreme attention to detail and precision.

### Examples of Essential Work (Illustrative Only)

- Directs and supervises technical employees involved in development, design, and construction of the City's public works projects costing upwards of \$5,000,000 for roads, sidewalks, parks, wastewater, stormwater, and city facility site plan projects;
- Plans, organizes, directs, supervises, and coordinates the operations and activities of technical staff in the department;
- Advises, counsels, motivates, evaluates, and disciplines assigned personnel as necessary;
- Performs technical and administrative engineering work to review preliminary studies, planning, and scheduling of construction and public projects;
- Prepares project designs, specifications, details, contract documents, and topographic survey information;
- Oversees, manages, uses, and provides training on the engineering department's CAD software;
- Monitors topographic surveys, utility coordination, and right-of-way agreements; prepares easements and property descriptions for a variety of city-related projects;

- Coordinates the preparation of applications for Federal, State, and Non-profit grants from such agencies as the Iowa Department of Transportation, Iowa Department of Natural Resources, Federal Aviation Administration, Federal Highway Administration, Martha Ellen Tye, Community Foundation of Marshall County, Region VI, and others;
- Participates in settlement of contract and construction disputes;
- Oversees construction observation of city projects, including staff performing project inspections and being the Engineer in responsible charge during construction of projects designed in-house and by outside consulting firms;
- Oversees and manages the city's construction observation and testing program;
- Administers project construction contracts including progress payments, change orders, final payments, and certificates of completion;
- Supervises and analyzes traffic count data to determine intersection control and road improvements;
- Investigates complaints, requests for information, conducts field inspections, and communicates with affected parties;
- Conducts or oversees Engineering staff who conduct subdivision, parking lot permit, and building permit plan reviews and associated field inspections;
- Prepares standards, city-wide construction specifications, and departmental policies and procedures under the direction of the City Engineer;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

#### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principles and practices of civil engineering related to all City engineering activities;
- Comprehensive knowledge of construction and maintenance methods, materials, and equipment as municipal public works;
- Comprehensive knowledge of the laws and regulations applicable to City engineering activities and Iowa Code;
- Thorough knowledge of topographic survey principles and practices;
- Thorough knowledge of public right-of-way and easement laws;
- Thorough knowledge of utility placement and coordination;
- Thorough knowledge of proper administration of federal and state construction grants;
- Thorough knowledge of how to utilize and set-up Civil 3D CAD software;
- Ability to prepare, read, and interpret engineering plans, blueprints, and contract specifications;
- Ability to make complex engineering calculations;
- Ability to communicate well with engineers, supervisory personnel, contractors, and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, federal, state, and local compliance agency representatives, contractors, developers and the general public concerning public works projects, plans, and construction;
- Ability to prepare accurate and reliable reports containing findings, technical data, financial forecasts and data, plans, conclusions, and recommendations;
- Ability to operate a personal computer using standard word processing, spreadsheets, databases, and project design applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of engineering and project management tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to exercise tact, patience, and courtesy.
- Ability to communicate in English.

**Acceptable Experience and Training**

- Graduation from a college or university of recognized standing with a Bachelor's Degree in civil engineering, or a related field; and
- Six to eight years of responsible experience in the practice of civil engineering, including some supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

**Required Special Qualifications**

- Licensed as a professional engineer in the State of Iowa within 6 months from date of hire;
- Possession of a valid Driver's License issued by the State of Iowa.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Public Works Director/City Engineer, other City employees, supervisory personnel, property owners, contractors, developers, and the general public concerning public works projects and construction;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to perform skilled engineering design and contract management tasks, observe and evaluate projects in process and upon completion and review and produce a variety of written and technical documents;
- Vision ability for close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard, survey equipment, and physically inspect construction projects;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter and exit vehicles and personally inspect engineering and construction projects including sites characterized by rough terrain;
- Ability to occasionally lift and/or move up to 50 pounds with or without assistance; and occasionally lift and/or move more than 100 pounds with assistance;
- Ability to pass employment physicals including drug testing.

**Essential Working Conditions**

- The noise level in the work environment is usually moderate;
- Employee may be regularly and intermittently exposed to outdoor weather conditions.

## City of Marshalltown Benefits & Retirement Information

### Insurance

Employees in this class of employment and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

### Medical/Dental

- Health Partners
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

### Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses.
- Discounts for Lasik Surgery

### Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000, \$7,500 or \$10,000).

### Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

### Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

### Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

### Vacation

The vacation schedule is as follows:  
1<sup>st</sup> year negotiable, 2 wks after 2 yrs, 3 wks after 5 yrs, 4 wks after 12 yrs

### Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and a Floating Holiday for Christmas; and 2 personal days granted on employees anniversary date.

### Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

### Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). Although the principal focus of IPERS is to provide an adequate retirement plan for career public employees, even if employees do not retire under IPERS the contributions made by the employee will always be their money.

### Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

### Retirement Health Savings Plan

Upon separation of employment or retirement with the City, eligible severance vacation and sick time (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

### Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.