

# State College Borough

## Assistant Borough Engineer

### Job Description



**REPORTS TO:** Borough Engineer  
**ROLE & LEVEL:** P3

**DEPARTMENT:** Public Works Administration  
**FLSA STATUS:** Exempt

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#### **WORK OBJECTIVE:**

The Assistant Borough Engineer performs professional work in the field of civil engineering, including the location, design, construction, operation and maintenance of roads, storm and sanitary sewers, buildings and other public facilities, and also involves the operation and maintenance of traffic signals and traffic engineering. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages various engineering projects to include evaluation of existing conditions and designs; enforces minimum construction standards by inspecting materials and work methods on site while work is in progress
- Responsible for contract administration and engineering inspections; prepares contract documents and specifications
- Oversees capital improvement projects to include oversight of survey and base mapping, designs, bid package creation, inspections, payment application approval, and record keeping
- Attends meetings of various authorities, boards and commissions as assigned; assists in preparing reports and recommendations, agendas, correspondence and legal advertisements as assigned
- Responsible for sanitary sewer administration to include answering questions, addressing concerns, and managing sanitary sewer records
- Assists in the review of land development drawings, street excavation/occupancy permits, and any other tasks as needed
- Addresses questions, concerns, and/or complaints from the public
- Provides planning and direction to various agencies and for private construction projects
- Provides assistance to other departments
- Is available after hours for emergency situations
- Assists with the compilation of Requests for Proposals and Quotes.

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#### Supervision:

- Directs/manages department personnel such as Surveyor/Draftsman, Engineering Technician, Borough crew members, and interns.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of current engineering principles and practices applied in planning, location, design, construction, operation and maintenance of roads, storm and sanitary sewers, buildings and other public facilities
- Knowledge of and ability to use computers and software applications relevant to civil engineering
- Knowledge of traffic signal systems
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to learn and properly apply Pennsylvania Department of Transportation guidelines and regulations regarding traffic control and traffic control devices
- Ability to prepare, interpret and utilize surveys, engineering plans, maps and specifications
- Ability to read and write plans and specifications and provide effective project management oversight
- Ability to perform drafting and surveying operations in the preparation of plans for public works projects
- Ability to determine and calculate necessary engineering computations
- Ability to develop, implement, and evaluate projects and programs
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

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#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering or related field; supplemented by two or more years' engineering project management experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

- Engineering-in-Training (EIT) certificate
- Class "B" CDL license with tank endorsement and no air brake restrictions

#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

#### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Some tasks require manual dexterity, in addition to identifying and distinguishing colors. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date