

State College Borough

Borough Engineer

Job Description



REPORTS TO: Director of Public Works
ROLE & LEVEL: L4

DEPARTMENT: Public Works Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Borough Engineer provides engineering expertise in several areas including: capital projects, traffic signals, sanitary sewers, streets, sanitary and storm sewers, sidewalks, construction standards, and storm water management. Position manages a team of employees and schedules the on-going work activities of a function to enable optimum efficiency and productivity. Position requires an advanced understanding and wide application of principles, theories, and concepts in the assigned function or business area.

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.

- Responsible for the implementation of the Borough's National Pollutant Discharge Elimination System (NPDES), Municipal Separate Storm Sewer System (MS4) permit as issued by the Department of Environmental Protection (DEP); prepares and submits the annual permit report
- Supervises capital projects including budgeting, surveying, drafting, design, bidding, contract administration and inspection
- Reviews and processes various permit applications using the appropriate computer software system
- Reviews land development plans for storm water management and general engineering items
- Addresses sanitary sewer issues; reviews tapping fees and sewer bill adjustment requests; evaluates infiltration and inflow in sewer systems
- Establishes and maintains a positive working relationship with area engineers, contractors and vendors
- Works with consultants on various tasks (i.e., traffic, sanitary sewer, vehicle counts)
- Provides technical assistance to other departments within the Borough
- Attends various authority, board, and commission meetings
- Serves as acting Public Works Director in his/her absence

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Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

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 state and federal laws regarding sanitary and storm sewer 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 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 analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- 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
- Ability to delegate, manage, and supervise effectively

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MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering or related field; supplemented by four or more years' engineering project management experience, including at least one year of supervisory experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a professional engineer's license issued by the Pennsylvania State Registration Board for Professional Engineers. 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:

- Class "B" CDL license with tank endorsement and no air brake restrictions

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. 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