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| C:\Users\SHallman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Logoflag.png | Municipality of Murrysville4100 Sardis Road, Murrysville PA 15668Phone: 724-327-2100 Fax: 724-327-2881Website: www.murrysville.com |

**Municipality of Murrysville**

**DIRECTOR OF ENGINEERING**

Position Description Exempt

**OVERALL OBJECTIVE OF JOB:**

To administer and direct engineering projects and plans of the municipality and to ensure compliance with acceptable engineering practices, current codes, criteria, and regulations.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Manages and develops staff by training, evaluating performance, defining, and assigning responsibilities.
2. Develops, implements, and enforces municipal policies and procedures.
3. Administers adopted budget in assigned area of responsibility.
4. Reviews private project development plans for compliance with acceptable engineering practices, codes, regulations, and standards.
5. Determines applicable codes, regulations, and requirements for assigned projects.
6. Determines adequacy of applications for permits and compliance with approved plans.
7. Reviews utility permits, street use permits, franchise utility permits, etc.
8. Supervises the preparation of, or develops, detailed engineering plans and specifications.
9. Coordinates the construction bid process including preparation of project specifications, construction documents, advertising, recommending, and awarding bids.
10. Ensures contractor compliance with time and budget parameters for various projects.
11. Supervises the preparation of storm drainage and street system maps, databases, and comprehensive plans.
12. Acts as custodian of the engineering library and infrastructure records.
13. Maintains as-built records of projects and keeps a record of necessary changes for the operation and maintenance programs.
14. Responds to public or other inquiries relative to engineering procedures on specific projects and other information.
15. Maintains regular contact with consulting engineers, construction project engineers, city, county, state, and federal agencies, professional and technical groups, and the general public.
16. Evaluates public services needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including but not limited to, streets, drainage, and park maintenance.

**OTHER DUTIES OF JOB:**

1. Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, and plats. Prepares traffic, utility, and other studies and reports.
2. Assists in intersection signal and channelization design.

**OTHER DUTIES OF JOB (CONT’D):**

1. Assists in the development of pavement management systems.
2. Maintains and updates MS4 Program.
3. Works with the Director of Public Works/Parks for the inspection and maintenance of roads and infrastructure systems.
4. Coordinates inspection, maintenance, and enforcement programs.
5. Monitors inter-governmental actions affecting department operations.
6. Assists in the training of other personnel in design and construction techniques.
7. Performs other job-related duties as assigned.

**SUPERVISION RECEIVED:**

Receives minimal instruction/supervision from Chief Administrator and Mayor and no direct instructions from the Council members in regard to daily work duties.

**SUPERVISION GIVEN:**

Supervises engineering staff.

**WORKING CONDITIONS:**

1. Works indoors in adequate office space, with adequate lighting, temperatures, and ventilation.
2. Periodically works irregular work hours including evenings and weekends.
3. Travels frequently to various indoor/outdoor locations to perform work during all seasons.
4. Normal exposure to noise and stress, but subject to frequent disruptions.
5. Occasionally works outdoors with average to poor exposure to icy roads, dirt, noise, vibrations, and odors and normal exposure to weather conditions such as rain, wind, snow, and heat.

**PHYSICAL/MENTAL CONDITIONS:**

1. Must be physically capable of moving about on construction work sites and under adverse field conditions.
2. Dexterity requirements range from coordinated movements of fingers and hands to simple movements of feet, legs, and torso.
3. Specific vision abilities required by this job include close vision and the ability to focus.
4. Ability to operate a motor vehicle and inspect sites which may have rough terrain.
5. Work is performed mostly in office settings; however, some outdoor work is required in the inspection of various land use developments, construction sites, or Public Works facilities.
6. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.
7. Occasionally required to stand; walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
8. Occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
9. Occasionally required to lift and/or move up to 25 pounds.
10. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**QUALIFICATIONS:**

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have a commitment to public service. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. EDUCATION/TRAINING:

Graduation from a four-year college or university with a degree in civil engineering or a closely related field. Registration as a Professional Engineer (PE) in Pennsylvania. Pennsylvania registration as a Land Surveyor also preferred.

B. WORK EXPERIENCE:

Minimum of five (5) years previous professional civil engineering experience with minimum of two (2) years management experience in government environment preferred or any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Must possess thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
2. Must possess considerable knowledge in principles and practices of supervision.
3. Must possess some knowledge of applicable municipal policies, laws, and regulations.
4. Must possess considerable skill in arriving at cost estimates on complex projects.
5. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
6. Must possess ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, municipal officials, and the general public.
7. Must possess ability to demonstrate effective leadership and good decision-making skills. possess ability to conduct necessary engineering research and compile comprehensive reports.
8. Must possess ability to prepare plans and specifications for various public works projects.
9. Must possess a valid state driver’s license or have the ability to obtain one prior to employment.