



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 Fax (208) 585-9601
citmid@middletonidaho.us
www.middleton.id.gov

Job Announcement

Position: Engineer

Recruitment: Until filled

FLSA Classification: Exempt

Wage Rate Range: \$85,000 - \$95,000 DOE

Benefits: Paid vacation and sick leave, PERSI retirement, and health insurance (medical/dental). vision, life and disability insurance coverage is optional at employee's expense.

Work Shifts: Days, 8:00 a.m. – 5:00 p.m., evening meetings as required

Job Summary

Reporting to the City Administrator and Mayor, the Engineer performs a wide range of professional engineering activities focused on roads and streets, stormwater, drinking water, wastewater collection/treatment and other related issues, programs, and projects. The City engineer supervises and manages projects that are part of the City's Capital Improvement Program (CIP) overseeing a variety of construction projects, continuously assessing each project's technical and financial direction to ensure implementation of quality, effective, and cost-efficient projects. The Engineer works closely with other municipal departments, County agencies, private utilities and companies involved on a project, overseeing easement acquisition, utility relocation and permitting activities. The Engineer provides effective project engineering assessment and possesses the ability to make public presentations on capital improvements as needed to the Council, Mayor and City Administration.

Essential Job Functions

- Review subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances prior to City Plat approval and/or issuance of building permits;
- Reviews and provides recommendation to update codes and ordinances as requested;
- Conducts site inspections of construction projects in progress to ensure compliance with approved plans and specifications;
- Develops plans, specifications, and cost estimates for proposed City utility and infrastructure projects;
- Reviews traffic studies, negotiates right-of-way acquisitions, coordinates utilities placement and relocation;
- Assists with the preparation of annual budgets for the department;
- Coordinates and manages City utility and infrastructure projects meets with contractors, reviews plans, acquires rights-of-way, purchases land, develops work schedules, oversees surveys and inspections, and prepares related correspondence;

- Responds to citizen complaints and grievances regarding roadways, drainage systems, and city-owned facilities;
- Consults with other City departments to provide technical assistance and makes recommendations regarding construction and improvement projects;
- Maintains a comprehensive, current knowledge of applicable laws, ordinances, standards, or other guidelines; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate;
- Reviews plans prepared for the city by consulting engineers;
- Prepares grant applications and administers state and federal grants;
- Assists with RFQ/RFP preparation and/or review as well as administration and monitoring multiple consulting service contracts;
- Identifies funding opportunities for public improvements and coordinates with other departments to prepare applications for grants and other programs.

Minimum Qualification

- Bachelor's degree in Civil Engineering or related field.
- 5 years of previous civil engineering experience.
- 3-5 supervisory experience.
- Licensed as a Professional Engineer in the State of Idaho or have the ability to be licensed in Idaho.
- Knowledge of city standards and ordinances.
- Knowledge of municipal utility, roadway and subdivision and design and construction.
- Experience in contract administration for consulting services.
- Experience in contract administration for construction of public services.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

Preferred but Not Required Qualifications:

- Master's degree in Civil Engineering or a related field.
- Auto CAD

HIRING PROCESS: Applicants are required to submit a cover letter, resume and three **professional** references, city employment application, and copies of certification(s) to the City of Middleton, P.O. Box 487, Middleton, Idaho 83644.