

<b>TITLE:</b>	STAFF ENGINEER
<b>DEPARTMENT:</b>	ENGINEERING
<b>LOCATION:</b>	CITY HALL
<b>PHYSICAL CLASSIFICATION:</b>	LIGHT/MEDIUM
<b>WAGE CLASS:</b>	EXEMPT SALARY
<b>ANNUAL SALARY RANGE:</b>	GRADE G - \$60,268 - \$63,957 DOE&Q

**Mission Statement:**

The mission of the City of Sault Ste. Marie is to provide a sustainable small urban environment in an international setting for the well-being of its citizens by planning for and managing its physical development in an environmentally friendly manner, by fostering an economy to support its public and private infrastructure, and by nurturing historical, cultural, and recreational activities that enhance the quality of life within it.

**General Purpose:**

The Staff Engineer will report directly to the City Engineer and provide engineering support activities to the City Engineer, Engineering Department staff, and other City Departments pertaining to City infrastructure such as streets, sidewalks, drainage, water distribution, wastewater collection, and City right-of-way issues.

**Supervision Received:**

Work is performed under the general direction of the City Engineer.

**Supervision Exercised:**

Some as assigned.

**Responsibilities:**

Under the direction of the City Engineer, administers municipal engineering activities and functions including reviewing and issuing permits, reviewing site plans, project development planning and cost estimating, project management of specific projects to include design, and specification development, bid documents and bidding, permitting and agency coordination, and construction oversight and closeout. Works with the Department of Public Works to resolve utility, road, drainage, and construction problems. Works with other City Departments to provide engineering input on the development of capital improvement projects.

Essential Functions include but are not limited to:

- Evaluate and approve engineering permit applications
- Review and provide comments on site plans and construction plans
- Respond to citizen inquiries and complaints
- Prepare project plans, specifications and bid documents, permitting and other agency coordination for various infrastructure projects
- Perform construction oversight on road and/or utility projects to assure conformance to the plans and specifications and document quantities for pay applications
- Oversee and provide support to interns when utilized by the Department.
- Support and facilitate projects that involve consultant services.
- Research, evaluation, analysis, development of various processes, procedures or policies associated with department functions or equipment.

- Write reports or develop presentations for City Commission or Public Information meetings.
- Provide support to or serve as liaison to City Boards as assigned

**Qualifications:**

- Preferred Bachelor's Degree in Civil Engineering or equivalent from an accredited college or university. Will also consider General Engineering, Mechanical, Construction Management, Surveying, Civil Engineering Technology degrees.
- Passed State of Michigan FE exam or equivalent helpful but not required.
- Prior experience in civil engineering including municipal transportation and utility design, construction inspection, surveying and drafting or related work. Significant transportation and utility construction oversight and/or inspection helpful and may take the place of experience in municipal design work.
- Experience using MDOT specifications, Field Book, Field Manager, and ProjectWise preferred but will train.
- MDEQ Stormwater Operator Certification preferred but will train.
- Proficient in Excel spreadsheets and other MS Office programs.
- Some GIS and AutoCAD knowledge preferred.
- Valid Michigan Driver's License

**Ability to:**

- Use good engineering judgement to make decisions and carryout assigned duties.
- Communicate effectively with coworkers, supervisors, elected and appointed officials, general public, contractors, and regulatory and state officials.
- Write technical and informational reports and correspondence.
- Perform duties inside and outside in varying weather and environmental conditions.
- Work effectively as a member of a team to complete projects.
- Work independently as duties require.
- Work outside of normal hours as duties require.

**Physical Requirements:**

- Frequent standing, walking, and sitting.
- Frequent bending, twisting, squatting, shoveling, lifting, and reaching.
- Ability to frequently lift and carry objects weighing up to 35 pounds.
- Physical ability to safely move about and conduct work in indoor and outdoor locations.
- Ability to withstand varied weather conditions, temperature changes, and varying noise levels.

**Hours of Operation:**

Monday – Friday; 9:00 am - 5:00 pm

The description above is intended to only serve as an illustration of the various types of work that may be performed. 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/or requirements of the job change. The City of Sault Ste. Marie is an ADA/EOE employer. Please see the Deputy City Manager for a complete description of the physical activities required of this position and working conditions. The City of Sault Ste. Marie is a Drug and Alcohol-Free Workplace with policies in place that may require testing and/or screening by City Policy.