October 2017

Borough of Jefferson Hills

 POSITION PROFILE

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| Title: Borough Engineer | Department: Administration |
| Status: Management, Exempt | Reports To (title): Borough Manager |
| Supervises (titles): None |  |

*This Position Profile is an accurate summary of the position. It is not comprehensive as it would be virtually impossible to document all aspects of this position. The Profile focuses on the Essential Duties and Processes of the position along with important complementary duties and processes.*

*The Borough operates in the public interest and in public and regulatory view. The Borough relies on the dedication, flexibility and responsiveness of all of its staff to respond to its commitments and service to the community. We operate in a changing environment and must be able to respond outside the confines represented in this Profile. Duties, processes and qualifications are subject to change by management and all staff are expected to perform with quality, integrity, innovation, flexibility, cost consciousness, cooperation and productivity.*

PRIMARY AND ESSENTIAL DUTIES AND PROCESSES:

1. Plan, direct, complete and supervise Borough engineering projects in construction, renovation, subdivision and land development for new buildings, reconstruction/replacement, residential, commercial and industrial use; complete surveying, planning, specification, engineering rendering, costing/estimating for work; prepare Requests For Proposal, review and award bids; work with and monitor internal consultants and outside contractors in construction/renovation, demolition/replacement, land development and public works areas – roads, bridges, sewers, drainage, rights of way/easement; engineering oversight and sign-off
2. Plan, direct, complete and supervise traffic improvements, devices, speed limits and other traffic management concerns throughout the Borough; surveying, specifications, engineering rendering, costing/estimating, prepare Requests for Proposal, review and award bids, monitor compliance and quality, liaison with outside contractors; perform traffic studies and make recommendations on traffic improvements; work with Police Chief in traffic management; engineering oversight and sign-off
3. Provide technical engineering review and approval for soil and erosion control, rights of way and easements, environmental and pollution control issues, property demarcation and use, utilities infrastructure, zoning issues, grading and excavation, sanitation and related issues; make and maintain all records, reports, documents, deeds, blueprints/specifications, proposal and contracts in designated areas; make available for public view appropriate documents; collect and track data manually with conversion to computerized system
4. Conduct inspections of work projects, including physically accessing manholes, and offer technical assistance and guidance to staff as necessary; oversee assigned work projects to assure that project goals are met; review and evaluate work methods and procedures; provide assistance and training to employees in technical issues, techniques, statutory requirement and other responsibilities; review and correct errors and inconsistencies in plans and technical documents.
5. Examine regional engineering issues and trends; research and interpret laws, regulations and general information; identify policy, procedural and compliance issues, and recommend solutions
6. Prepare, implement and manage capital and operating budgets for designated areas; work with other department directors and employees concerning bid specification and project administration and completion, budgeting, computerization, prepare scheduled reports in designated areas and special reports and information as needed; assist with code enforcement activities
7. Attend Borough Council meetings; attend Borough Planning Commission meetings; attend Engineering Committee meetings; attend other Borough Board and Commission meetings; as directed and appropriate; prepare written reports for meetings as directed
8. Coordinate the preparation of, or develop, review and update the sanitary sewer, water, storm drainage, and street system maps data base and other GIS layers
9. Direct and oversee Borough consultants and serve as the primary liaison with outside agencies
10. Future development in the Borough may warrant supervisory responsibilities
11. Develop 5-year plan and revise annually

QUALIFICATIONS TO SUPPORT PRIMARY AND ESSENTIAL DUTIES AND PROCESSES:

1. Bachelor’s degree in civil engineering or closely-related field with experience as civil engineer on municipal-specific projects; certified Professional Engineer (P.E.) strongly preferred
2. Minimum 5-8 years of related experience in municipal government or related area; specific experience in designated areas of municipal-specific projects, construction, subdivision and land development, surveying, sewer, Request For Proposals, and roads (operation, planning, technical aspects, documentation and reports, trouble-shooting and decision-making, direct hands-on work in each designated area)
3. Knowledge of civil engineering principles, practices and method for planning studies, designs, plans, specifications, estimates and reports
4. Knowledge of federal, state and county health and environmental regulations, work safety regulations
5. Knowledge of the Pennsylvania Municipalities Planning Code
6. Knowledge of the FEMA Flood Insurance regulations and Clean Water Act
7. Knowledge of and experience with specification, competitive bids, and purchasing for contracted work/projects in designated areas
8. Knowledge of methods and techniques in the areas of construction compliance, field engineering, surveying and inspections
9. Knowledge of Borough organization, operations, policies and procedures
10. Skill in establishing effective working relationship with consultants, contractors other agencies and the public
11. Skill in operating a personal computer utilizing a variety of software applications; experience with ArcGIS and related ESRI GIS software desirable
12. Valid Pennsylvania driver’s license; mobility to travel around all designated areas throughout the Borough as needed

COMPLEMENTARY DUTIES AND PROCESSES:

1. Public speaking at public meetings, particularly in response to questions or as part of the agenda predetermined areas
2. 24-hour availability in case of emergencies
3. Planning for and participation in special events of the Borough
4. Share in decision making as part of management group in absence of Borough Manager
5. Continuous learning to maintain professional skills and knowledge

ADDITIONAL QUALIFICATIONS TO SUPPORT COMPLEMENTARY DUTIES AND PROCESSES:

No additional qualifications needed; work condition factors are essentially the same as for the Primary and Essential Duties and Processes.

Employee Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

Management Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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