



Civil Engineer

Title: Civil Engineer
Department: Engineering
Reports To: Director of Development Services
Hiring Range: \$46,568.00-\$58,210.00
FLSA Status: Exempt

GENERAL DESCRIPTION

Under the supervision of the Director of Development Services, performs professional and technical work for the Engineering Department involving street infrastructure, storm drainage and parking facilities, lighting, signage, permitting and Capital Improvement Projects. Work includes preparation, coordination, and review of engineering designs, calculations, cost estimates and reports for a variety of projects; reviews site plans and final plats and will assist Town Engineer in the administration of overall engineering program. The EPM represents the Town to a wide variety of citizens, developers, state and regulatory, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review designs, calculations, plans, plats and reports for conformity to Town requirements and standards as well as state and federal regulations

Complete designs, cost estimates, bid documents, contract award, construction inspection and administration of public projects

Review test results, material certifications, as built drawings and other related documents

Review, research, recommend and direct consultants with various aspects of projects both private development as well as Town projects

Remain current with regulations, standards and general operational trends

Establish and maintain effective working relations with other employees, contractors, developers, consultants, the general public, and local and federal agencies

Coordinate submission of necessary documentation and other data to appropriate agencies when applying for any required permit

Respond to citizen inquiries and concerns appropriately

Assist with the preparation of various reports, budget and technical studies

Maintain records as well as perform general office and engineering functions

Participate at various committees, public meetings, hearings, and other forums when necessary

Responsible for other related duties as assigned

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of principles, practices, regulations and techniques in the field of civil engineering; knowledge of computer applications related to work, but not limited to GIS, AutoCad, FlowMaster, HEC-RAS, Microsoft Word, Excel, Publisher and PowerPoint; Ability to apply interpret, apply and explain rules, regulations, laws, codes, ordinances and standards ; Ability to establish and maintain effective working relationships with other Town employees, officials and the public; Ability to read, prepare and understand written and technical reports; Ability to effectively present ideas orally and in writing

EDUCATION AND/OR EXPERIENCE

Bachelors degree in Civil Engineering from an ABET-accredited university with an E.I.T Certification and/or a minimum of 3 to 5 years of civil engineering related experience in design, review and construction inspection of public works projects or a comparable combination of education and experience

CERTIFICATES, LICENSES & REGISTRATIONS

Must possess and maintain a valid North Carolina or South Carolina driver's license

North Carolina Registered Professional Engineer (P.E.) preferred

PHYSICAL DEMANDS

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry a minimum of 25 pounds.

HOW TO APPLY:

For consideration you may apply in the following ways @ www.indiantrail.org. Under Administration/Human Resources download application from website. You can send resume, job references along with salary requirements via scan and email to resumes@admin.indiantrail.org, fax to (800) 396-9607 or mail to P.O. Box 2430, Indian Trail, NC 28079.