



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Senior Project Engineer

****\$20k Sign on Bonus with P.E. License & Remote Work Opportunity****

Salary: \$85, 175 - \$101,794

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

The Senior Project Engineers enhance the quality of life of our citizens by implementing infrastructure improvements and development projects in the City. Manages the day to day planning and engineering initiatives. Responsible for supervision of infrastructure projects including ensuring compliance with scope, budget and schedule. Manage the process of developing feasible solutions that solves the problem or allows for utilizing opportunities. Utilizing various engineering disciplines, manage the engineering process for selected solution, lead design reviews at various engineering stages. Including the planning process for execution of the engineered solution. Specific duties include development plan review, engineering planning and design, and construction project administration.

Preferred Education

Four (4) year ABET accredited Engineering Program.

Preferred Experience

- Five (5) years of related experience
- Able to work well in a remote environment
- Good written and verbal communication skills
- Highly organized and good attention to detail
- Strong problem-solving and analytical skills

Requirements/Certifications

- E.I.T. certification preferred
- P.E. license preferred
- Valid Driver's License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Senior Project Engineer

Grade: 17

Department: Infrastructure & Development

FLSA Status: E

Date: 02/02/2024

Position Profile:

Under the general supervision of the assigned supervisor, works independently and ensures new development projects are designed and built to meet City and State requirements for infrastructure, manages infrastructure projects for new construction and/or repair and rehabilitation. Demonstrates sufficient knowledge and experience to work with minimal supervision and serve as a resource to engineering staff and Department Director, performs other duties as assigned.

Duties and Responsibilities

- Reviews, comments, and recommends for approval developers' site plans for public infrastructure and stormwater management.
- Performs in-house design of storm drains, sanitary sewers, water and wastewater facilities, erosion and sediment controls, city streets, etc.
- Researches utility records for possible conflicts with proposed design.
- Coordinates survey activity.
- Prepares engineering cost estimates for City budget proposals.
- Prepares contract bid documents.
- Prepares project orders for selected engineering firms.
- Processes change orders and monthly payment requests from project contractors.
- Reviews and recommends for approval equipment specifications and installation plans for public infrastructure.
- Reviews and recommends for approval bond and fee amounts.
- Reviews and recommends for approval construction, and as-built drawings.
- Performs field inspections, and resolves technical problems.
- Ensures that all City, State, and Federal requirements are met before closing out projects.
- Keeps supervisor informed of new trends or technology as well as any unusual or detrimental conditions and process problems.
- Keeps informed on current engineering practices by attending workshops and educational programs or reading specialized literature.
- Act as a representative of City of Salisbury to the public.

Skills Proficiency/Strategic Planning: Have knowledge of project management and engineering

- Effectively and accurately make reasonable and logical engineering judgments.
- Effectively and efficiently report and communicate information.

- Effectively and efficiently prepare, organize, and track information.
- Effectively prioritize and multitask with attention to detail.
- Effectively motivate and guide employees and contractors.
- Accurately prepare and maintain records and files.
- Follow written and oral instructions.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software packages.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- Effectively and accurately interpret and implement City of Salisbury codes, policies, and, Standards.
- Accurately prepare or review engineering plans, reports, and studies including calculations.
- Knowledge of applicable regulations including but not limited to stormwater, flood plain management, environmental, ADA, and OSHA.

Leadership/Team Leader: Provides guidance on procedures and best practices

- Experience managing 5-7 people.
- Collaborates with the City Planner, as well as other City departments.

Stewardship/Financial: Assists with managing budget within established guidelines.

- Participates in the managing of budget.
- Monitors and reviews expenditures.

Development/Leadership Development: Provide solutions that align with business objectives

- Serve as point of contact with employees and vendors and assist with their requests.
- Work on improving leadership skills by attending relevant meetings and training.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates, and stakeholder groups.
- **Problem-Solving:** Improves, designs, refines, finds, and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in civil engineering from ABET Accredited Engineering Program
- Five years of experience as an engineer
- P.E. License required
- E.I.T. Certification preferred

Physical Requirements

- Work requires no unusual demand of physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, incident sites, e.g., use of safe workplace practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.