



DEPARTMENT OF

# INFRASTRUCTURE AND DEVELOPMENT

## Project Engineer

**Salary:** \$72,946 - \$86,880

**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 Project Engineer manages planning, design, and bid packaging of City infrastructure and reviews private development projects for compliance with City standards and State stormwater regulations. City infrastructure includes drinking water production and distribution, waste water collection and treatment, storm water treatment and management of roads, dams, bridges, and public buildings and spaces. Develops in-house designs for projects requested by other City Departments. Prepares engineering cost estimates for budgeting and change order reviews. Reviews and recommends for approval equipment specifications, shop drawings, and installation plans for public infrastructure. Maintains effective working relationships with outside design firms, project developers, and members of the public.

### Preferred Education

Four (4) year ABET accredited Engineering Program. Related degrees and equivalent experience may be considered.

### Preferred Experience

Three years of full-time engineering experience. Internships and graduate education may be considered equivalent in part.

### Requirements/Certifications

E.I.T. certification preferred  
Valid Driver's License

### How to Apply

**1 Visit [salisbury.md/apply](http://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: Project Engineer

Grade: 14

Department: Infrastructure & Development

FLSA Status: E

Date: 11/13/2024

---

### **Position Profile:**

Under the general supervision of the assigned supervisor, manages planning, design, and bid packaging of City infrastructure and reviews private development projects for compliance with City standards and State stormwater regulations. City infrastructure includes drinking water production and distribution, waste water collection and treatment, storm water treatment and management of roads, dams, bridges, and public buildings and spaces. Develops in-house designs for projects requested by other City Departments. Prepares engineering cost estimates for budgeting and change order reviews. Reviews and recommends for approval equipment specifications, shop drawings, and installation plans for public infrastructure. Maintains effective working relationships with outside design firms, project developers, and members of the public.

### **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 servers, water and wastewater facilities, erosion and sediment controls, city streets, etc.
- Researches utility records for possible conflicts with proposed designs.
- Coordinates surveying activities.
- Prepares engineering cost estimates for City budget proposals, contract bid documents and project orders for selected engineering firms.
- Reviews and recommends for approval equipment specifications, shop drawings, 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, as applicable.
- Keeps supervisor informed of new trends or technology as well as any unusual or detrimental conditions and processes problems.
- Keeps informed on current engineering practices by attending workshops and educational programs or reading specialized literature.
- Acts as a representative of City of Salisbury to the public and City committees

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

- Effectively and accurately make reasonable and logical engineering judgements.
- Prioritizes and multitasks with attention to detail and accurately prepares and maintains records and files.
- Accurately interprets and implements City codes, policies, & standards.
- Prepare or review engineering plans, reports, studies, and 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.

- Works closely with other engineers and maintain working relationships with team members and the public.
- Collaborates with the City Planner and their staff, as well as other City departments.

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

- Establishes cost estimates for infrastructure projects and grant applications.
- Participates in the managing of budgets.
- Monitors and reviews expenditures.

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

- Serves as point of contact with employees and vendors and assist with their requests.
- Works on improving leadership skills by attending relevant meetings and trainings.

#### **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.
- Equivalent education, training, and/or experience considered on a case-by-case basis.
- Three years of experience as an engineer, 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.