

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **CIVIL ENGINEER III – EXTERNAL**

General Summary: Under direction of the City Engineer: perform responsible work in connection with the administration of various activities relating to municipal engineering; to perform responsible engineering work in connection with surveying, design, construction and maintenance of sewers, streets, water mains and other public works projects; take charge of designated construction projects; coordinate the various utility requirements pertaining to construction projects; direct and give instructions to survey parties and construction inspectors regarding condition, progress, workmanship and safety requirements; responsible for preparation of reports, studies, preliminary and final plans and specifications of assigned projects; investigate complaints; furnish information and advice to the public and city departments; keep necessary records; perform related work as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character of lesser skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop or kneel. The employee will occasionally lift and/or move 30 pounds of materials. Specific vision abilities required by this position include distance vision, close vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this position, the employee regularly works both indoors and outdoors and regularly travels between work sites in a motor vehicle. The employee may work near moving mechanical equipment. The noise level in the work environment is quiet or moderate.

Eligibility Requirements: Must possess a Bachelor's Degree from an accredited engineering college with specialization in civil engineering and at least four (4) years of active practice and responsible experience in civil engineering work related to design and/or construction of public works projects or equivalent combination of education and experience.

Have in possession or be able to obtain within one (1) year of appointment a valid Professional Engineer (P.E.) certification from the State of Michigan. Must have detailed knowledge of civil engineering and related subject fundamentals; be familiar with sources of engineering information, know modern construction methods, testing of materials and use, adjustment and maintenance of engineer instruments; capable of assuming responsibility of engineering projects from planning stage to completion; ability to deal with the public in a satisfactory and effective manner; have supervisory ability; accuracy. Must be able to work effectively with other officials, employees, contractors and the public; be industrious, innovative and neat.

In addition to the above requirements, all city positions require the ability to read, write, speak and understand the English language as necessary for their position; the ability to follow written and oral instruction; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City; and must be physically and mentally able to perform the essential duties of their position without excessive absences.

Grade 12/Salary \$59,550 – \$83,273

Benefit Package, including:

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: December 15, 2021

Application Deadline: Until Filled

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax, email: apply@cityofjackson.org, or by mail at:

City of Jackson
Human Resources Division
161 W. Michigan Ave.
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****