



Staff Engineer

Department: Community Development
Salary: \$70,000 - \$84,000 + benefits

Job Summary: The City of Greeley is seeking an Engineer whose primary job functions are to review new development construction documents; evaluate public infrastructure systems for quality of design and compliance with the City of Greeley design criteria, construction specifications, ordinances, and policies; and coordinate with city departments during permitting and construction. Additional assignments include coordinating final project deliverables (e.g. construction plans, reports, subdivision plats, agreements), processing permits (e.g. grading, infrastructure, building), coordinating and drafting development agreements, reviewing easements, reviewing and drafting of subdivision plats, resolving construction conflicts, conducting final project drainage inspections, coordinating project punch lists, and participating/coordinating/leading meetings. This position is part of a case management team with a planner and is supported by administrative and inspection staff.

REQUIRED EXPERIENCE & SKILLS:

- Bachelor's degree in Civil Engineering, or closely related field.
- Engineer in Training (EIT) Certificate desired
- PE desired
- Knowledge of civil engineering principles and practices with emphasis on the design and construction of streets, water, sanitary sewer, and stormwater drainage.
- Knowledge of construction materials, methods, and industry standards.
- General knowledge of personal computers, spreadsheets, databases, word processing, computer aided design and drafting (CADD), geographic information systems (GIS), hydraulic analysis software, water modeling software, and stormwater hydrology and hydraulic software.
- Valid driver's license and good driving record.
- Effective oral and written communication, leadership and time management skills.

ESSENTIAL FUNCTIONS – ability to

- Coordinate the review of construction drawings, as-built drawings, subdivision plats, development agreements, easement documents, hydraulic reports, drainage reports, geotechnical reports, pavement design reports, and traffic impact studies for proposed new developments.
- Perform technical research, develop and evaluate design and cost saving alternatives, prepare informative and understandable written review comments, and provide reliable advice on engineering problems.
- Respond to requests for information and engineering assistance from City departments, developers, consultants,

and the general public concerning development related engineering issues and requirements.

- Assist in the development or updating of City ordinances, design criteria and standards.
- Work effectively and communicate with developers, engineers, contractors, City staff, other professionals, property owners, and the general public.

WORK ENVIRONMENT:

- Work location is a combination of office and field.
- Frequent public contact by telephone, email, and in person.
- Frequent interaction with office and field staff.
- Frequent participation in meetings.

PHYSICAL REQUIREMENTS:

- Vision enough to interpret written documents, engineering drawings and inspect work projects.
- Communication skills to adequately convey information to developers, engineers, contractors, City staff, other professionals, property owners, and the general public.
- Mobility to inspect work sites for compliance with plans and specifications.
- Manual dexterity to operate computer equipment and vehicles.

It is the policy of the City of Greeley to provide equal employment opportunities for all qualified individuals including those with disabilities. The City of Greeley will provide whatever accommodation it deems reasonable to enable such qualified individuals to perform the essential functions of the job. Positions with the City of Greeley may require a criminal background investigation and credit history, otherwise known as an "investigative consumer report". If you are being considered for a position with the City, this may be part of a conditional job offer and must be satisfactorily completed prior to hire. The City of Greeley adheres to federal requirements pertaining to the Family and Medical Leave Act. A summary of the Employee Rights and Responsibilities under the FMLA is available upon request. EOE/ADA
TO APPLY: A completed application form is required for all positions. Applications are available on the employment page of the website at www.greeleygov.com/hr