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**Job Description**

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| **Department:** Engineering Dept. | **Position:** Assistant City Engineer |
| **Supervisor:** City Engineer | **Salary Range:** $80K to $112K |

The City of Salem is seeking an Assistant City Engineer to join our Engineering team. Under the direction of the City Engineer this key role will support the planning, design, and construction oversight of the City's infrastructure and development projects.

**KEY RESPONSIBILITIES:**

* Collaborate with the City Engineer on a variety of engineering tasks related to residential, commercial, and industrial development, as well as planning and policy initiatives.
* Lead assigned city projects, including streets, water systems, sewer, parks, and more.
* Conduct research to evaluate the efficiency and effectiveness of proposed designs, products, and methods.
* Coordinate with engineering staff and infrastructure inspectors to ensure project success.
* Attend meetings such as Planning and Zoning, Development Review Committee (DRC), and City Council sessions as required.

**ESSENTIAL FUNCTIONS:**

* Meet with the City Engineer to define project goals and assignments.
* Assist with development review, oversight, and utility planning.
* Attend various daytime and evening meetings as assigned.
* Assist with utility modeling and in mapping city utilities.
* Tracking and protecting water rights.
* Contribute to the preparation and maintenance of construction standards and policies.
* Assist with utility modeling and annual budget preparation.
* Perform other duties as assigned.

**MINIMUM QUALIFICATIONS & REQUIREMENTS**

* Bachelor’s degree in civil engineering from an accredited university.
* Professional Engineer (P.E.) license in Utah (or ability to obtain within 1 year).
* Minimum of 5 years of directly relevant municipal engineering experience.
* Must have a valid Utah driver’s license.
* Applicants are required to submit to and pass a criminal background check, fingerprint report and drug test prior to employment.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

* Thorough understanding of civil engineering principles, practices and standards.
* Expertise in infrastructure design, construction management and site development.
* Proficiency in Microsoft Office and Bluebeam, with knowledge of AutoCAD, water/sewer modeling, and GIS software.
* Excellent analytical, problem-solving and decision-making abilities.
* Exceptional written and verbal communication skills.
* Strong project management and organizational skills.
* Experience managing capital projects and development oversight for municipalities.
* Ability to exercise independent judgment and meet deadlines.
* Must be able to report to work on time as scheduled and abide by all city policies and procedures.

**WORKING CONDITINONS/PHYSICAL AND MENTAL DEMANDS:**

* Requires moderate to heavy physical activity. Required to push, pull or lift medium to heavy weights. Required to work in difficult working positions. May have to stand, walk, or sit in uncomfortable positions for extended periods.
* Exposure to adverse weather conditions, hazardous materials, chemicals and fumes, and prolonged high noise levels. Often works in and around vehicular traffic. May at times include exposure to high stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.
* Occupational safety and health hazards may be encountered under controlled conditions. May be required to work unconventional work hours or shifts.