

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Staff Engineer
Job Code	
FLSA Status	Non-Exempt
Pay Grade	122

GENERAL SUMMARY

Performs a variety of engineering duties associated with the planning and construction of public and private infrastructure, including, but not limited to: water main, sanitary sewer, storm sewer, drainage, roads, and safety path. Involved in the site plan review and management of all private development projects in the Township. Liaison with developers to implement the infrastructure improvements for new residential and commercial development and liaison with utility companies for private utility construction in the public road right-of-ways. Provide technical support in the operation of the department and to other Township departments as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manage, review and oversee private development, including public water and sewer main extensions, commercial development, and residential development. Ensure compliance for private development with Township, County, State and Federal standards, ordinances, and requirements.
- Reviews project plans and specifications for conformance with Township ordinances.
- Assists in preparing plans, specifications, and bid documents for engineering projects and procurement of contracted services as required.
- Assist in updating and maintaining Township maps and as-built records.
- Assists in the planning and preparation of special assessment petitions for roads, drains, water main and sanitary sewer construction.
- Conducts special engineering studies and prepare reports and/or presentations as required.
- Assists other Township departments in the review of various Township permit applications: residential and commercial building, floodplain, wetland, natural feature setback, fill, accessory structures, right of way, and Metropolitan Extension Telecommunication right of way permit applications.
- Provides support in coordinating the activities of engineering consultants and construction inspectors working on public improvement projects. Performs field visits of construction sites and provides information to contractors.
- Performs site visits and responds to requests made by the general public regarding building and engineering practices, rules, regulations, codes and ordinances.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree with major course work in Civil Engineering, Environmental Engineering, and Construction Engineering or related field
- Minimum one (1) year of responsible experience in a related field
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Fundamentals of Engineering test passed or confirmation of passing within three (3) years of date of hire

OTHER JOB REQUIREMENTS

Proficient in Microsoft Office: Word, Excel, Power Point, Access and Outlook.

Obtain Professional Engineer License within seven (7) years of date of hire

Maintain a valid Michigan Driver's License

Pass an employment drug test

PREFERRED QUALIFICATIONS

Knowledge or experience in the design, construction, administration, and/or inspection of municipal projects.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Relevant Township policies and procedures
- Construction and Engineering policies and procedures
- Federal, state and local laws related to planning and construction of public drinking water, public sanitary sewer, and storm water management

Skill in:

- Use of relevant computer software

Ability to:

- Understand and interpret engineering/construction plans and maps
- Communicate effectively verbally and in writing
- Ability to develop relationships with a variety of stakeholders throughout the Township
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

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

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	11/2/20
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