

Posting date: 8/9/2023 -9/29/2023
Applications received by: 9/29/2023
Interview dates: 10/2/2023 – 10/13/2023
Potential Start date: 12/4/2023

JOB POSTING

CITY OF GREENSBURG, INDIANA

Position: Engineer
Department: Engineering/Mayor
Work schedule: 7:00 am – 4:00 pm, M-F
Status: Full Time, exempt
Starting wage: \$82,000 - \$109,300

The City of Greensburg is seeking a full-time Engineer.

Responsibilities include but are not limited to: Design, inspection and initiation of public works projects, working with Department Heads, preparing budget and capital improvement plans, and providing technical expertise.

Requirements: Bachelor's degree in civil engineering, certification as registered professional engineer in the State of Indiana or ability to obtain.

Complete job description and applications are available online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit your completed application to Personnel Administrator Julie Nobbe at jnobbe@greensburgin.gov or by mail to 314 W. Washington Street, Greensburg, IN 47240.

Questions can be directed to Julie Nobbe at 812-663-8582 x 3. Thank you in advance for your interest in the position.

The City of Greensburg is an Equal Employment Opportunity Employer (EEOE)

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Engineer
DEPARTMENT: Engineering/Mayor
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2009
DATE REVISED: March 2016

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Engineer for various City departments and utilities, including providing management of transportation and infrastructure projects for the City, such as planning and initiating designs and maintenance of large public works projects.

DUTIES:

Designs and inspects public works projects, including consulting on development of projects while working closely with other Department Heads.

Oversees maintenance of relevant city records, such as city maps, traffic inventory, accident maps, and GIS. Reviews and assists in changes of city zoning and planning ordinances, standards, and specifications.

Reviews planned improvements including plats, subdivisions, and commercial site plans.

Provides technical expertise in meetings and work sessions for other city departments, boards, commissions and/or private developers.

Reviews applications for permits for street cuts, driveways, sidewalks, and construction.

Prepares budget and capital improvement plans for the department.

Receives citizens concerns/complaints and works with respective Department Head to find resolution to valid concerns/complaints.

Initiates public works projects based on street plans, storm sewer plans, accident data, citizen demand and private/public development plans. Manages public works projects from initiation to completion, including preliminary design, final design and specification, and right-of-way land acquisition and construction.

Perform related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in civil engineering with previous experience in engineering design, including supervising and experience with federal-aid funding. Construction experience strongly preferred.

Possession of or ability to obtain certification as registered professional engineer in the State of Indiana.

Knowledge and experience with transportation, water distribution, and storm and sanitary sewer systems.

Knowledge and experience with drainage ordinances, hydraulic engineering, and storm water calculations.

Ability to effectively communicate orally and in writing and work with city leaders, design professionals, contractors, department heads and the general public to meet department and project deadlines.

Ability to analyze and review plans of proposed subdivisions, industrial developments, site plans and drainage plans and determine if they meet city standards.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to occasionally work extended, weekend and/or evening hours.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties which are broad in scope and impact, and require consideration of complex variables. Independent judgment is often necessary in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state and federal requirements.

III. RESPONSIBILITY:

Incumbent performs administrative and supervisory functions according to Department goals and objectives and standard policies and procedures, referring unusual and/or unprecedented situations to supervisor at incumbent's discretion. Work is periodically reviewed for compliance with legal requirements and appropriate supervision or direction of assigned operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Mayor, Board of Public Works and Safety, other City departments, vendors and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, and supervising and directing personnel.

Incumbent reports directly to the Mayor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, vehicle and/or occasionally outdoors, involving lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, sitting/walking at will, standing/walking for long periods, climbing ladders/stairs, crouching/kneeling, bending, handling/grasping/fingering objects, close/far vision, hearing sounds/communications, and speaking clearly. Incumbent is exposed to normal hazards associated with construction sites, equipment, machinery, traffic, noise, dirt, dust, vehicle and paint fumes, extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours, and serves on 24-hour call for emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Engineer for the City of Greensburg describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

APPLICATION FOR EMPLOYMENT

City of Greensburg, Indiana *an Equal Opportunity Employer*

The City of Greensburg, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Police Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary/Seasonal work? Yes _____ No _____

Affordable Care Act Full-time? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

- Current employer _____
Address _____ City/state/zip _____
Phone (____) _____ Hire date _____ Job title _____
Beginning salary _____ per _____ Current salary _____ per _____
Supervisor _____ Title _____

Work phone _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

- Previous employer _____
Phone () _____
Address _____
City/state/zip _____
Dates employed _____ - _____ Job title _____
Beginning salary _____ per _____ Ending salary _____ per _____
Supervisor _____ Title _____
Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

 *If you had additional employers within the last five years, attach additional pages as needed.*

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason:

From _____ to _____ Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)*

College(s) or Trade School(s) attended *Attach additional pages as needed.*

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)*

● Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next

section. Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge _____

Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

●Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. *(You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)*

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes _____ No _____ If yes, please explain:

● Have you ever been convicted of a felony that has not been expunged or sealed?

Yes _____ No _____ If yes, please explain:

● Do you have an arrest record that has not been expunged or sealed? Yes _____ No _____

If yes, please explain: _____

● Are you currently required to register as a sex offender in this or any other jurisdiction?

Yes_____ No_____ If yes, please explain (including jurisdiction of registry): _____

- List three references who are not related to you and are not former employers or supervisors:

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

- I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

- I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

● I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

● I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Police Department applicants only:

● I understand that the employer provides Police service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Police Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

● I understand that if I am hired as a sworn officer on the Police Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: _____