

Civil Engineer Description

Crafton Borough is looking for a driven, thoughtful, and innovative Civil Engineer with a strong background in project management focused on stormwater and sewer systems, and/or civil infrastructure and construction projects. Experience with municipal zoning, bid documents, paving, GIS and CAD software, and grant writing and management is sought, but not required.

This exciting opportunity will have the chosen candidate managing multiple storm water, transportation infrastructure, and building projects, and working with the sewer, road, and building contractors on the same projects. The chosen candidate will have the benefit of working with our contracted engineering firm and their specialists on many projects. You will work in person in Crafton, PA, but will have the flexibility to work remotely as appropriate.

Responsibilities

Specific Responsibilities may include (based on professional experience and education):

- Supervise and control allotted budget for the engineering department, including managing and preparing a financial tracking sheet accounting for more than \$18 million in project funds and related grants and submit capital budget estimates for the department.
- Prepare agendas and lead monthly engineering committee meetings and prepare monthly reports for Council.
- Assess new project ideas and potential engineering solutions to community issues with Borough Leadership.
- Consult and provide guidance to project stakeholders, Borough Council and the Borough Manager.
- Analyze survey reports, long-range plans, maps and other data to design and advise on new projects
- Complete permit applications, bid documents, construction plans and specifications and/or work with specialists as needed.
- Collaborate with planners, engineers, architects, and contractors to ensure projects progress efficiently.
- Oversee Public Works Department and optimize and maintain efficient work flows, budgeting, and processes
- Use design software and drawing tools to accurately render, communicate, and/or edit designs.
- Create and maintain an operations manual for the regular tasks involved with the engineering department and/or infrastructure that needs to be maintained.
- Improve community sustainability as it relates to the built environment and municipal buildings
- Performs other related duties as assigned.

The position includes robust professional development opportunities including the preparation of project proposals and presentations at regional and national conferences, and working closely with a well-established engineering firm. The engineer will have the opportunity to work with consultants, residents, borough staff, and government officials and will be expected to do so with minimal oversight from the Borough Manager or Council.

APPOINTMENT TYPE: Exempt, Full Time - This is a new position for the Borough and is excluded by the Borough Code from the competitive Civil Service examination process. The position reports to the Borough Manager.

Experience - Required

- B.S. in Civil Engineering, Environmental Science, Water Resources Engineering or related field of practice is required.
- Experience completing projects with public sector/municipal agencies.
- 5 years of experience in civil or municipal engineering with direct involvement in stormwater, sewers, park infrastructure, paving, construction, etc.
- Experience in providing technical and project leadership to staff-level or junior engineers.

Experience – Preferred

- Professional engineers license.
- Master degree in engineering or related field.
- A background using AutoCAD and other design, data recording, and analyzation software.
- Experience using ArcGIS, and/or other modeling programs is a plus.
- Experience with county, state, and/or federal grant writing and reporting.
- An understanding of sustainability and what it means for infrastructure and building projects.

Skills

- Ability to identify and solve complex problems both analytically and creatively.
- Experience or desire to build relationships with local contractors and government contacts.
- Integrity and respectful interactions with others.
- Detail-oriented and accurate. Must be focused on meeting established deadlines.
- Strong interpersonal skills; good public speaking ability
- Project financial management skills

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Must be able to travel to various project sites in the Borough and to regional meetings.

Must be able to access and navigate job sites and construction areas.

Annual Salary and Benefits:

- For a qualified candidate with a PE license and 10+ years of experience - \$100K to \$110K per year
- For a qualified candidate with a PE license and 5 to 10 years of experience - \$90K to \$100K
- For a qualified candidate without a PE license and 7+ years of experience - \$75 to \$90K
- All candidates will receive a full package of benefits including a retirement plan, medical, dental, and vision insurance, paid vacation, sick time, paid time off, and life and disability insurance.

Organization Overview:

Crafton is a 130-year-old full-service Borough in Allegheny County, bordered by Pittsburgh's west side neighborhoods, Ingram Borough and Chartiers Creek. The Borough is in the midst of separating the majority of its combined sewer system to proactively deal with stormwater issues and combined sewer overflows. The Borough is actively working to modernize its service provision and encourage business development in the community.

Crafton Borough is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veterans' status or other characteristics protected by law.