



East Pennsboro Township

Job Title: Township Engineer
Department: Public Works / Administration
Reports to: Board of Commissioners / Township Manager
Shifts: Monday – Friday, 8:00 AM - 4:00 PM*

**See working conditions*

Classification: Full-Time
FLSA Status: Exempt
Status: Essential
Salary: 100K – 125K

**See compensation*

Position Summary

The Township Engineer serves as the duly appointed Engineer for East Pennsboro Township in accordance with the Pennsylvania First Class Township Code. The position is responsible for the performance of all engineering work and related duties as may be required by the Board of Commissioners or Township Manager. The Township Engineer provides professional engineering services, technical guidance, and administrative support for the planning, design, construction, operation, and maintenance of Township infrastructure and facilities.

This position involves work of a managerial, administrative, and professional nature requiring the exercise of independent judgment, technical expertise, and decision-making. The Township Engineer advises the Board of Commissioners and Township Manager on engineering matters and recommends policies, procedures, priorities, and capital improvements.

Essential Duties and Responsibilities

- Performs the duties of Township Engineer as prescribed by the Pennsylvania First Class Township Code and as directed by the Board of Commissioners or Township Manager
- Prepares, reviews, and certifies plans, specifications, reports, and cost estimates for Township infrastructure projects, including roads, bridges, stormwater systems, and other public improvements
- Reviews subdivision and land development plans for compliance with Township ordinances, engineering standards, and applicable state and federal regulations; provides written reports and recommendations to the Planning Commission and Board of Commissioners
- Supervises and/or inspects construction of public improvements to ensure compliance with approved plans, specifications, and applicable regulations
- Provides engineering design, prepares bid documents, assists with procurement, and performs construction administration for Township projects
- Coordinates and oversees the Township's annual road maintenance and paving program.
- Assists in the preparation, implementation, and periodic update of the Township's Capital Improvement Program (CIP)
- Oversees and administers Township grant programs, including project identification, application preparation, grant compliance, reporting, and project management in coordination with Township staff
- Ensures compliance with all applicable federal, state, and local laws, regulations, permits, and reporting requirements; prepares and submits required documentation to regulatory agencies
- Provides technical assistance related to Municipal Separate Storm Sewer System (MS4) requirements, stormwater management, and wastewater systems
- Coordinates with Cumberland County bridge inspectors and oversees Township bridge inspection programs, including follow-up actions and reporting



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- Conducts damage assessments and prepares engineering evaluations, cost estimates, and technical reports related to emergencies, natural disasters, and infrastructure failures
- Assists in hazard mitigation planning and emergency management activities related to Township infrastructure
- Attends meetings of the Board of Commissioners, Planning Commission, Zoning Hearing Board, and other boards, commissions, or committees as required; presents reports and professional recommendations
- Provides technical advice and consultation to Township officials, staff, developers, contractors, consultants, and the public
- Maintains accurate engineering records, reports, and documentation in accordance with Township policies and statutory requirements

Supervision Received and Exercised

- The Township Engineer is appointed by and serves at the pleasure of the Board of Commissioners, consistent with the First-Class Township Code
- Works under the general administrative direction of the Township Manager
- May supervise, coordinate, or review the work of consultants, contractors, inspectors, and technical staff

Required Qualifications

Education and Experience:

- Bachelor's degree in Civil Engineering or a closely related field
- Minimum of five (5) years of progressively responsible experience in municipal engineering or public infrastructure strongly preferred
- Experience with subdivision and land development review, construction inspection, and municipal project management preferred

Licenses and Certifications:

- Licensed Professional Engineer (P.E.) in the Commonwealth of Pennsylvania, as required for appointment as Township Engineer
- Valid Pennsylvania driver's license

Knowledge, Skills, and Abilities

- Thorough knowledge of civil engineering principles and practices as applied to municipal infrastructure
- Knowledge of the Pennsylvania First Class Township Code, Municipalities Planning Code (MPC), and other applicable laws and regulations
- Familiarity with MS4 regulations, stormwater management practices, wastewater systems, FEMA regulations and U.S. Clean Water Act
- Ability to prepare and review engineering plans, specifications, and reports
- Ability to interpret and apply Township ordinances and state regulations
- Strong project management, organizational, and analytical skills



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- Ability to communicate effectively, both orally and in writing, and to present technical information to non-technical audiences
- Ability to establish and maintain effective working relationships with elected officials, employees, consultants, developers, and the public

Working Conditions and Physical Requirements

- Work is performed in both office and field environments
- Fieldwork may involve exposure to construction sites, traffic, weather conditions, and uneven terrain
- Attendance at evening meetings is required

Additional Provisions

- The Township Engineer may be required to furnish a bond as determined by the Board of Commissioners in accordance with the First-Class Township Code
- This position is designated as essential personnel and may be required to respond during emergencies or disaster events

Compensation & Benefits

- Salary negotiable and commensurate with experience and qualifications
- Comprehensive benefits package including health insurance, retirement/pension plan, and paid leave

Please submit resume and completed applications to:

East Pennsboro Township
employment@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025