



East Pennsboro Township

2019 TOWNSHIP ENGINEER JOB DESCRIPTION

Job Title: Township Engineer
Department: Administration
Reports to: Township Manager
Shifts: M-F, 8am- 4pm

Classification: Full Time
Division: Housing and Community Development

The Township Engineer position is responsible for performing all engineering-related duties for East Pennsboro Township. The position involves a large number of tasks and duties of a managerial and professional nature, requiring decision making and analysis. Incumbent must use judgment and common sense in interpreting the intent of regulatory guidelines. The incumbent is responsible for significant decision-making and recommends policies, procedures, priorities, and goals. The incumbent is responsible for the review and approval of design and construction activities for various public infrastructure improvements. The position requires regular contact with the public officials, consultants, developers, contractors and the general public in situations that require considerable tact and judgment.

Essential Duties

1. To direct and control engineering matters of the Township as they are described in the laws of the Commonwealth of Pennsylvania and Township ordinances.
2. Coordinates with other agencies and various public utilities to solve problems that are related to infrastructure
3. Represents the Township at various meetings or functions.
4. Attends Board of Commissioner, Planning Commission and other night meetings as needed.
5. Responsible for reviewing and coordinating subdivision and land development plans with the Community Development staff. This includes storm water, reviewing and recommending letters of credit in surety bonds; acting as a project manager for Township designs and construction project, as well as monitor Township subdivision related ordinances. These are additional responsibilities of the Township Engineer.
6. Oversees the Township Grant programs and project management with the assistance of other Township Staff
7. Assist the Community Development staff in the development and implementation of the ADA transition plan.
8. Review and advise all snow emergency routes.
9. Reviews service requests from citizens and recommends both short term and long term various solution to department heads.
10. Recommends projects for Capital Improvement Programs.
11. Coordinate all annual contract work with third party contractors.
12. Coordinate with the Country Bridge inspectors on the Township Bridge inspections.
13. Conduct damage assessments, hazard mitigation, engineering and cost estimates. As well as planning in the event or to prevent disasters or emergencies within the Township for public infrastructure.
14. Ensures compliance with laws, regulations and permits as they relate to the duties of this job, including preparation and submittal of timely reports to regulatory and other agencies or to the public.
15. Prepare and maintain engineering records, reports, documents, specification, proposals and contracts in designated areas; provide manual and electronic tracking/filing systems for the records.
16. Examine regional engineering issues and trends; research and interpret laws, regulation and general information; identify policy, procedural and compliance issues, and recommend solutions.



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17. Performs other tasks as needed or directed by the Township Manager and Assistant Township Manager. Also coordinate with the Director of Housing and Community Development, East Pennsboro Authority and their Engineer when needed.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of the philosophies, principles, laws, regulations, procedures, goals and priorities of municipal engineering, planning and community development programs.
2. Thorough knowledge of zoning laws, comprehensive plans, and subdivision and land development including the formation, process of adoption and enforcement.
3. Thorough knowledge of the Pennsylvania Municipalities Planning Code, public notice requirements, all applicable Federal, State and local laws, codes, and regulations.
4. General knowledge of the scope and function of municipal government.
5. Knowledge of AutoCAD, basic personal computer software application, including but not limited to MS Word, Excel, PowerPoint, Outlook, Access, Adobe, Arc View and basic understanding of GIS systems.
6. Ability to gather, analyze and evaluate facts and to prepare concise and informative reports.
7. Ability to read site plans and maps as well as the ability to prepare and analyze comprehensive and technical reports and data.
8. Knowledge of civil engineering principles, practices and methods for planning studies, designs, plans, specification, estimates and reports.
9. Knowledge of federal, state and county health and environment regulations.
10. Knowledge of the FEMA Flood Insurance regulations, PA Storm Water Management Act, and U.S. Clean Water Act.
11. Ability to communicate complex ideas orally and in writing to developers, elected officials, and staff.
12. Ability to establish and maintain professionally effective relationship with other Township employees, vendors, community agencies, government officials and members of the general public.
13. Ability to read and understand, project and building plans, technical drawings and maps from various disciplines.
14. Excellent presentation, communication (verbal and written) and analytical skills.
15. Knowledge and practicable application of surveying, site development and grading.

Qualifications

Education

1. Requires a minimum of a Bachelors in Civil, Transportation or Environmental Engineering; Registered Professional Engineer (P.E.) in the Commonwealth of PA.



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Experience/Training

1. Must have a minimum of 4-6 years of related experience in civil, land development and municipal engineering.
2. Must have or be able to obtain FEMA certification including to but not limited to;
 - a. IS-100, ICS-200, IS-235, ICS-300, ICS-400, IS-552, IS-556, IS-588, IS-700, IS-800, G-191 and G-557 within three years of hire.
 - b. Must have a valid driver's license and a driving record that meets guidelines set forth by the Township.
3. Any combination of training, education and experience that leads to the acquisition of the required knowledge, skills and abilities may be considered.

Physical Demands and Work Environment

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 successfully perform these essential job functions.

1. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land developments and sites.
2. While performing the duties of this job, the employee is frequently required to talk or hear; sit or stand; operate equipment; and control objects.
3. The employee must possess the ability to lift and carry basic surveying and engineering equipment and maps (if needed) occasionally climb ladders; walk up and down stairs and enter manholes or other confined spaces.
4. May, on occasion, work variable hours
5. Possible exposure to inclement weather conditions; both warm and cold.
6. Fieldwork at the Waste Water Treatment Plant, Public Works, and within the Township where needed

Equipment Used

Computer, including word processing, spreadsheet, and database software; motor vehicle; calculator, phone, copy and fax machines, various computer programs and systems.



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Acknowledgment of Receipt, Accuracy and Comprehension:

The duties listed in the above job description are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Township and the employee, and is subject to change by the Township as the needs of the Township and the requirements of the job change.

Engineer: _____ Date: _____

Manager: _____ Date: _____

Please submit completed applications to:

East Pennsboro Township
98 South Enola Drive
Enola, PA 17025

Employment@eastpennsboro.net

*For a paper application or for assistance filling out an application, please visit the Township Building room 103.