



SILVER SPRING TOWNSHIP JOB DESCRIPTION

TITLE: Township Engineer

DEPARTMENT: Public Works

CLASSIFICATION: Full-time, Exempt

JOB CLASS: Manager I

REPORTS TO: Township Manager

AMENDED: October 2023

Job Summary: The Township Engineer will play a crucial role in the planning, development, and maintenance of infrastructure within Silver Spring Township. They will provide technical expertise, project management, and regulatory compliance to ensure the safe and efficient operation of public infrastructure projects, improvements and services.

Key Responsibilities:

- Identify, plan, and develop infrastructure projects such as road construction, drainage systems, water supply, and wastewater treatment facilities.
- Manages assigned project feasibility, budget, and timelines.
- Prepare project proposals and secure necessary permits and approvals.
- Develop engineering plans, specifications, and drawings for construction projects.
- Ensure compliance with local, state, and federal regulations.
- Collaborate with architects, surveyors, and other professionals as needed.
- Oversee the bidding process for construction contracts.
- Manage construction projects, including monitoring progress, quality control, and cost control.
- Coordinate with contractors, consultants, and government agencies.
- Communicate project updates to the public, Staff and Board of Supervisors.
- Address inquiries and concerns from residents and community organizations.
- Conduct public meetings and presentations when required.
- Develop and implement maintenance plans for existing infrastructure.
- Coordinate repairs and improvements to public roads, bridges, and utilities.
- Perform regular inspections and assessments of infrastructure.
- Prepare and manage department budgets, ensuring efficient allocation of resources.
- Monitor project costs and expenditure.
- Stays up-to-date with changes in regulations and codes related to civil engineering and public works.
- Ensure all projects and designs comply with legal requirements.



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- Maintain accurate records of project documents, drawings, and reports.
- Prepare progress reports and updates for municipal authorities and departments.

Position Requirements:

Experience, Education, License/Certifications

- Bachelor's or master's degree in civil engineering or a related field.
- Professional Engineer (PE) license
- Several years of relevant engineering experience, preferably in a municipal or public works setting.
- Knowledge of relevant software and tools for project management and engineering design.
- Strong communication and interpersonal skills for public engagement and team collaboration.
- Knowledge of local zoning, building codes, and permitting processes.

Work Environment: The Township Engineer works in an office environment but also spends time in the field overseeing construction projects and inspecting infrastructure. The Township Engineer will attend public meetings and may be required to work evenings or weekends to accommodate project schedules and public engagement events.

The Township Engineer is a critical position within the municipality, ensuring that the Township's infrastructure remains safe, functional, and compliant with regulatory requirements. Their work contributes to the overall well-being and quality of life for residents in the community.

DISCLAIMER:

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I

hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

Employee

Date

Township Manager

Date