



## Job Description – Town Engineer

Location: Whitestown, IN

Full/Part Time: Full time

Regular/Temporary: Regular

Reports to: Director of DPW

DNE: \$4,231/biweekly

### **Job Purpose:**

The purpose of the position is to oversee various aspects of civil engineering with the town. The town engineer plays a crucial role in ensuring the safe and efficient functioning of Whitestown's infrastructure while considering the needs and concerns of the community.

### **Essential Duties and Responsibilities:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- **Infrastructure Management:** Reviewing, planning, and maintaining public infrastructure such as roads, public water system, and public sewage systems to ensure they meet safety and regulatory standards.
- **Project Management:** Overseeing Whitestown's engineering projects, including budgeting, scheduling, and coordinating with contractors and government agencies to ensure timely and cost-effective completion.
- **Regulatory Compliance:** Ensuring that engineering projects adhere to local, state, and federal

regulations, including environmental and safety standards.

- Public Safety: Assessing and addressing safety concerns related to public infrastructure.
- Traffic Management: Reviewing and recommending traffic control measures, including traffic signals, signage, and road layouts, to optimize traffic flow and safety.
- Reviewing development plans to ensure adherence to Whitestown's code.
- Collaborating with other municipal departments, town planners, and stakeholders to align engineering projects with the overall community development goals.
- Engaging with the community to gather input, address concerns, and communicate project updates.
- Staying up to date with the latest engineering techniques, technologies, and regulations.
- Managing budgets for engineering projects, ensuring fiscal responsibility, and seeking funding opportunities when needed.
- Other duties as assigned.

#### **Education, Knowledge, and Skills:**

- BS in Civil Engineering and licensed, or the ability to be licensed as a Professional Engineer in the State of Indiana.
- Demonstrated experience and familiarity with plan development and/or review of site and subdivision infrastructure projects.
- Knowledge of state, federal and local regulations governing public and private infrastructure operations, maintenance, and expansion.
- Knowledge of public construction practices, methods, and maintenance.
- Familiarity with stormwater and floodplain management regulations, concepts and calculations.
- Experienced in surveying and legal description interpretation.
- Experience with computer aided design and modeling software.
- Knowledge of ADA and/or PROWAG accessibility guidelines as pertaining to public ways.
- Excellent communication skills.

#### **Physical Demands/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 with disabilities to perform the essential functions.

The incumbent must be able to:

- Work in a combination of office and field environments with exposure to dust, odors and noise.
- Work in all types of weather.
- Work outside of normal business hours when needed.

**Please send applications and resumes to [kbarr@whitestown.in.gov](mailto:kbarr@whitestown.in.gov).**