

# CHESTERFIELD TOWNSHIP

## CLASSIFICATION DESCRIPTION

Classification Title:	Township Engineer
Department:	Supervisor's Office
Hiring Authority:	Township Supervisor
FLSA Status:	Exempt
Employment Relationship:	At-Will
Effective Date:	September 7, 2017
Pay Scale/Range:	\$80,000.00 - \$110,000.00

### **JOB SUMMARY:**

Provides and directs professional engineering services in the areas of building construction, new development, planning, zoning, and heavy civil infrastructure; ensures good engineering practices and protocols are used; reviews and investigates problem resolution to design and construction projects and implement best practice solutions; fulfills related duties as assigned.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Leads professional engineering responsibilities for the township and supports administrative personnel.

Responsible for the study and approval of new development, to include: the design, construction and conformance to the Engineering Design Standards of the Charter Township of Chesterfield Code of Ordinances.

Leads the preparation of plans, reviews and/or prepares plans, specifications, cost estimates and contract documents for bidding and construction. Reviews consultant's and contractor's designs.

Plans, organizes and oversees a wide range of multi-disciplinary, multi-faceted engineering activities.

Consults with various groups/units, manufacturers, suppliers, consultants and contractors. Conducts the townships engineering review meetings, studies and investigations and prepares reports on design, construction, maintenance and operation issues/problems of systems and facilities infrastructure.

Leads the development/revision of the townships engineering codes and ordinances or develops/revises design guidelines, criteria, standards details and specifications.

Participates in the formulation of long-range systems and facilities infrastructure

monitoring/improvements projects/programs.  
Performs, leads or oversees the performance of systems and facilities  
infrastructure inspections and tests.

Provides project management oversight for all of the Township's Contractual  
Engineering Services including: defining the project scope, cost estimate, award,  
planning and conceptual design through construction and testing.

Initiates, reviews and manages contracts to support infrastructure management  
programs.

Designs and prepares bid-ready documents and works in coordination with  
Township's professional consultant firms for heavy civil infrastructure projects.

Leads in the assessment of capital and infrastructure annual replacement needs  
and budget forecasts.

Performs engineering analysis and design calculations.

Performs cost reduction studies and provides technical support to implement  
them for budget reductions.

Performs design/construction problem-resolution.

Performs in-house designs of minor site and facility projects when applicable.

Investigates/evaluates new materials and methods for infrastructure  
replacement.

Interfaces with the public, public officials and regulatory agencies.

### **QUALIFICATIONS (Education and Experience):**

#### REQUIRED:

A Bachelor's Degree in Engineering from an accredited college or university.

Possession of a current Professional Engineer license from the State of Michigan.

A minimum of five (5) years of experience in managing wastewater services  
and/or civil engineering projects.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

PREFERRED:

A Master's Degree in Engineering from an accredited college or university.

Experience working as a municipal civil engineer.

**SKILLS AND SPECIFICATIONS:**

Ability to work independently with minimal direction.

Ability to manage complex instrumentation and protocols.

Ability to make decisions in accordance with federal laws, state statutes, county policies and rules of regulatory authorities.

Ability to operate computer software programs in word processing, database, spreadsheet, Internet and e-mail functions.

Ability to oversee and manage the work of others.

Ability to establish and maintain effective working relationships with elected with elected officials, administrators, contractors and the public.

Ability to conduct oneself with tact and courtesy.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Work in the classification involves standing or walking on uneven surfaces, and climbing up and down stairs, ladders, scaffolding, platforms and other similar apparatus.

Work involves manual dexterity to grip, hold and clasp objects as well as operate computer keyboard.

Work may be performed in closed and confined spaces and will include moving about on hands and knees as well as dexterity to bend at waist and knees.

Must be able to lift and move objects up 35 pounds.

Work involves exposures to certain fumes, liquids, electrical hazards, and slippery surfaces.

AUTHORIZATIONS:

\_\_\_\_\_  
Human Resources and Approval

\_\_\_\_\_  
Date

**General Requirements and/or Disclaimers**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.