



CITY OF
Sturgis
MICHIGAN

We're Hiring!

ASSISTANT CITY ENGINEER

The City of Sturgis is currently seeking a full time Assistant City Engineer to assist or manage all aspects of municipal construction projects. The primary function of the employee is to initiate, expedite, facilitate, monitor, and assist with the development of infrastructure related capital improvement projects. Employee will act as the primary point of project contact from planning, budgeting, and design review for construction and inspection. They will monitor project schedule and costs to ensure each project is completed within the schedule and specifications previously identified. Other employee functions include; organizing project tasks, coordinating with contractors, and updating and maintaining engineering records during and after project's completion.

Essential Functions including but not limited to: Develops project scope and budget, determines project cost estimates, creates project bidding documents, coordinates contracted work, and other tasks associated with project completion and closeout. Inspects City construction projects including water mains, sanitary and storm sewer lines, paving, sidewalks, and other projects to facilitate proper construction and record relevant information. Provides technical review and coordination of infrastructure capital improvement projects (CIP). Organizes and maintains accurate records of City's utilities and other engineering information essential to the City. Evaluates conditions of existing City infrastructure; water, sanitary, storm, sidewalks, streets, etc. to develop construction projects. Utilizes AutoCAD 3D Map and GIS mapping software to improve and update utility records. Interacts and coordinates with various City Departments regarding intent of capital improvement projects and project scope. Prepares reports and memos on infrastructure capital improvement projects for City management and public to keep them informed of project direction and progress. Assists in preparing engineering drawings, performing engineering field surveys, and gathering data to prepare plans for City related projects. Functions as primary point of contact responding and resolving concerns from residents, business owners, contractors, and city staff on engineering projects. Engages persons and agencies affected by infrastructure capital improvement projects and communicates design developments and changes appropriately. Develops and reviews project schedules, construction cost estimates, and construction contracts. Conducts pre-bid meetings pre-construction meetings, bid openings and evaluates bidders. Acts as an alternate for Miss Dig staking of all City-owned utilities for construction projects as requested through the "Miss Dig" program by contractors, other utility companies, and residents when Engineering Technician is unavailable.

Employment Qualifications - Possession of a bachelor's degree in civil engineering, or related field. Must possess an Engineer in Training (EIT) Certificate or Professional Engineer's License in Civil Engineering or Related Field, and coursework or experience in computer aided drafting. Two to five years of experience preferred, as a project manager or engineer on municipal streets, water, sanitary, storm, and sidewalk construction projects or related construction projects.

This job requires the ability to perform the following essential functions: Walking extended distances over uneven terrain, climbing up and down excavated trenches and slopes, stooping, kneeling, and crouching to inspect construction projects. Ability to use and carry tools for inspections and locating underground utilities. Works outside in all types of weather conditions, in traffic, loud noise, with exposure allergens.

Applications will be accepted until filled.

Submit Application, Resume and Cover Letter to: Sturgis City Hall, 130 N Nottawa St. or via email to dnorthrup@sturgismi.gov Applications available at City Hall or on our website at www.sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.