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**CITY OF JACKSON  
JOB POSTING NOTICE**

**JOB TITLE:** CITY ENGINEER  
**DEPARTMENT:** ENGINEERING  
**NON-EXEMPT:** NO  
**FULL TIME:** YES  
**GRADE:** N (RATE OF PAY: \$56.28)

**JOB SUMMARY:** City Engineer will perform his/her duties under the direction of the Mayor. The person employed in this position will plan, organize, and direct all activities of the Engineering Department.

**ESSENTIAL JOB FUNCTIONS:**

- Must be able to exercise sound judgment and make independent decisions regarding engineering activities.
- Assist in project management for the construction of the municipal public works projects. Oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Review all contracts for projects covering streets or bridges.
- Work closely with the Planning Department in reviewing subdivision plats and zoning requests.
- Assist subordinates in preparation for court and legal proceedings or may be called to testify.
- Prepare estimates for project costs to correct drainage problems.
- Follow-up on complaints regarding drainage and street flooding.
- Prepare and submit budget for the Engineering Department and control the expenditures.
- Evaluate the work of subordinates and departmental working conditions.
- Formulate and prescribe work methods, policies and procedures.
- Responsible for the maintenance of records and reports needed by the Mayor and City Council.
- Respond to the public or other inquiries relative to engineering procedures on specific projects and other information.
- Maintain regular contact with consulting engineers, construction project engineers, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Assist in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepare traffic studies and reports.
- Assist in intersection signal and channelization design.

**Scott Conger, Mayor**

- Assist in the development of pavement management systems.
  - Perform all other duties as may be assigned by the Mayor.
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**TOOLS/EQUIPMENT:**

- Telephone
  - Computer
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**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**

- BS degree from an accredited college in the area of construction architectural systems, civil engineering or a related field.
  - Should have at least ten (10) years of experience or equivalent as an architect, engineer, inspector, contractor, superintendent of construction or any combination of these (five years of which shall have been in responsible charge of work, plus five years' experience as supervisor/manager in City/County government.
  - Professional Engineer in the State of Tennessee.
  - Valid Driver's License.
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**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

- Good oral and written communication skills.
  - Knowledge of subdivision planning, all codes, construction standards and ordinances of the City of Jackson, and Municipal or County Government Engineering.
  - Able to devise a system of tracking and maintaining accurate records of all inspections, permits, investigations, and other official activities.
  - Able to maintain an effective working relationship with the general public, contractors, subordinates and other officials.
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**PHYSICAL DEMANDS:**

- 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.
  - Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
  - While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
  - The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
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**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
  - The noise level in the work environment is usually quiet in the office, and moderate in the field.
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**PLEASE APPLY:**

City of Jackson, Human Resources Department  
127 E. Main St., Ste. 303  
Jackson, TN 38301

**(APPLICATIONS MAY BE COMPLETED AT: [careers.jacksontn.gov](http://careers.jacksontn.gov)  
EOE/M/F/V/D**