



City of Williamsport Position Opening

Job Title:	Municipal Engineer
Department:	Public Works
Reports To:	Director of Public Works
Supervisory Responsibility:	None
FLSA Status:	Exempt/Salaried
Position Type:	Full-time/Non-Union
License Required:	Professional Engineer (PE)
Annualized Salary:	\$80,000
Residency:	Per City ordinance, it shall be preferred that the position incumbent reside within City limits.

The City of Williamsport is seeking a Municipal Engineer. The Municipal Engineer directs the performance of all duties and responsibilities required of the Division of Engineering provided by state law, the administrative code, and other City ordinances. The position will work under the administrative direction of the Mayor and the Director of Administration (if appointed). In addition, this position will serve as technical advisor to the City Council, the Planning Commission, and the Williamsport Transportation Study (WATS) Committee.

The City of Williamsport, PA (population approx. 27,500) is the seat of Lycoming County. It is the cultural, financial, and commercial center of Central Pennsylvania. The City, which is closely located to I-80 and just along the [West Branch of the Susquehanna River](#), is surrounded by more than 300,000 acres of state game lands, making the area popular with all types of outdoors enthusiasts. Residents and their families enjoy above-average school systems and a relatively low cost of living. Williamsport was known as the “lumber capital of the world” in the late 1800s, but it is now best known as the “Home of Little League Baseball,” hosting the Little League World Series each summer and bringing in players and their families from all over the world!

As a member of the City of Williamsport’s administrative team – in addition to having the satisfaction of supporting the Mayor’s initiatives – you would enjoy an employee-focused work environment with a competitive benefits package to include health insurance with low premiums and low deductibles, vision insurance and life insurance that is fully paid by the City, dental insurance, a defined benefit pension plan with an option for additional retirement savings through a 457 account, Aflac options, and generous vacation and sick leave.

For more information, please visit the City’s website at www.cityofwilliamsport.org.

ESSENTIAL DUTIES

- Provide administrative, technical, and informative support to City departments, the Mayor, and City Council in the area of engineering, engineering review, and recommendations concerning public work projects.
- Provide engineering advice to various appointed boards and commissions so that they can provide City Council with sound recommendations on the overall development of the City.
- Review major subdivision, land development plans, sewage planning modules, and construction drawings submitted to the City for permit.
- Responsible for all phases of new construction and major renovation to public facilities, including project development, survey, design, bidding, inspection, and payment approvals. Projects typically involve public buildings, streets, drainage facilities, flood control facilities and park facilities, and traffic control devices.
- Assist with project financing issues, including determining the availability and feasibility of grants, loans, bond issues, and private investment in public facilities.
- Work closely with IT Personnel to maintain the City of Williamsport Geographical Information System (GIS) software, such as, Geoplan.
- Research and analyze federal, state, and local regulations governing development projects.
- Review proposals of consulting engineers for design of capital projects and make recommendations for contract award.
- Investigate roadway conditions and prepare or direct the preparation of plans for reconstruction, resurfacing, and/or restoration of City streets.
- Work closely with PennDOT on state projects located within the City of Williamsport.

Additional Responsibilities:

- Serve on various committees, including WATS, MS4 Coalition, and Public Works.
- Work closely with the Planning and Zoning Department to ensure compliance by reviewing land developments, subdivision plans, and other pertinent ordinances, such as parking lot landscape and storm water management.
- Maintain and update traffic control maps, property plat maps, engineering records, and plan documents.
- Determine traffic impact on road and streets to provide improvement of safety conditions and traffic flow.
- Prepare or direct the preparation of plans for inlets, storm sewers, retention ponds, and other storm water conditions.
- Review and comment on existing codes and ordinances and prepare codes and ordinances where required.
- Work closely with the Codes Department to advise on sidewalk and driveway permits, utility pole permits, and street excavation permits, including the review of private developments and improvements.
- Administer labor-compliance requirements governing Davis-Bacon wage provisions related to public improvement projects.
- Prepare and coordinate departmental compliance MS4- NPDES Permit.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the municipal, state, and federal laws, ordinances, rules, and regulations governing the construction and maintenance of structures and facilities.
- Knowledge of administrative and financial principals, methods, techniques, and practices.
- Knowledge of municipal land use and development ordinances, zoning regulations, subdivision regulations, building codes, other construction related ordinances, and other related public agency rules and procedures.
- Knowledge of the concepts, principles, methods, practices of engineering work in planning, design and overseeing of construction and maintenance of structures and facilities such as streets, drainage facilities, parks, etc.
- Knowledge of new technologies, such as Global Positioning Systems (GPS), GIS, web-based management and reporting systems, and computer-based modeling designed to aid in data and information management, resource planning, and management decisions.
- Able to prepare and present verbal and written reports clearly and concisely.
- Able to communicate, read, write, and understand the English language at a level necessary for efficient job performance.
- Able to establish and maintain effective working relationships with employees, City officials, other government agencies, and the public.
- Must have a current valid Pennsylvania driver's license and personal vehicle for work-related use.

EDUCATION AND EXPERIENCE

- Graduate from college or university with a Bachelor's Degree in Civil Engineering or other field closely related to the position.
- Professional Engineer License required.
- Preferred three (3) years of professional field experience with a public agency.

ESSENTIAL FUNCTIONS

- Must be able to sit at a desk for prolonged periods of time using a PC work station
- Must be able to lift up to thirty (30) pounds.
- Must be able to perform occasional field inspections and investigations.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level and twist body periodically throughout the day.
- Must possess sight/hearing sense so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS

- Will work alone, with others, and around others.
- Will work mostly in an office setting. Some outdoor work is required in the inspection of various land use developments, construction sites, or public work facilities.
- May be exposed to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions while performing the functions of the

position.

Qualified candidates should submit a resume, cover letter, and at least two references (one personal, one professional) to the Human Resources Department, City of Williamsport, 100 West 3rd Street, Williamsport, PA 17701 or hrdirector@cityofwilliamsport.org.

The City of Williamsport is proud to be an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race (e.g. ancestry, national origin, or ethnic characteristics; interracial marriage or association; and traits historically associated with race), religious creed, sex, affectional or sexual orientation, gender identity or expression, pregnancy, childbirth, breastfeeding, age, disability status, genetic information, protected veteran status, or any other characteristic protected by law.