



JOB TITLE: **Assistant City Engineer**

DEPARTMENT: **ENGINEERING**

JOB CLASS NUMBER: **4101**

DIVISION: **Civil**

REVISION DATE: **2/1/2025**

C. Morgan McCallister
Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the direct supervision of the City Engineer. The Assistant City Engineer performs a wide range of professional engineering duties in support of the City's infrastructure development, maintenance, and improvement projects. This position works collaboratively with professional design teams, including engineers and architects, to ensure that projects are effectively designed, executed, and meet regulatory and safety standards. When necessary, the Assistant City Engineer will also act as a liaison between the engineering team, City leadership, and the general public, communicating complex engineering concepts in clear, accessible terms.

EXAMPLES OF DUTIES:

- *Assist in the planning, design, and execution of civil engineering projects related to public infrastructure, including but not limited to streets, drainage, parks, utilities, and facilities.*
- *Coordinate with internal and external stakeholders, including engineers, architects, contractors, and regulatory agencies, to ensure project success.*
- *Review and approve engineering plans, specifications, and other design documents to ensure compliance with City codes, standards, and relevant regulations.*
- *Prepare technical reports, cost estimates, and presentation materials as needed.*
- *Provide engineering guidance and technical expertise during project construction and implementation, ensuring quality control and adherence to schedules.*
- *Perform field inspections to ensure compliance with design specifications, standards, and applicable regulations.*
- *Stay current on the latest engineering best practices, technologies, and municipal trends to improve City infrastructure.*
- *Assist in managing the Engineering Department's budget, timelines, and resources for Capital Improvement Projects.*
- *Ensure that projects are executed in a cost-effective manner while maintaining high standards of safety and quality.*
- *Manage specific Department personnel as assigned by the City Engineer.*
- *Perform other duties as assigned by the City Engineer.*

TRAINING AND EXPERIENCE:

- *Graduate of accredited university with BS degree in Civil Engineering.*
- *Louisiana (LA) Professional Engineer (PE) licensure, or LA Engineering Intern (EI) licensure with the ability to obtain LA PE licensure within an agreed upon timeframe.*

- *Minimum of 2 years of progressively responsible experience in engineering design or construction project management. Private and/or Municipal is acceptable.*
- *Demonstrated experience working with multi-disciplinary teams, including architects and contractors, to complete private and/or public infrastructure projects.*
- *Strong verbal and written communication skills, with the ability to convey complex technical information clearly to non-technical stakeholders.*
- *Ability to interact professionally with City leadership, public officials, and the community.*
- *Experience in managing or overseeing engineering projects, budgets, and resources is preferred.*
- *Familiarity with local, state, and federal engineering codes, regulations, and policies.*
- *Ability to prioritize multiple tasks and manage time effectively in a fast-paced environment.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Technical Expertise: Knowledge of engineering principles, practices, and design techniques relevant to public infrastructure projects.*
- *Communication: Ability to interact effectively with a diverse group of stakeholders, including City leadership, the public, and the media.*
- *Collaboration: Team-oriented mindset with the ability to work cooperatively with various professionals, including engineers, architects, and City officials.*
- *Problem-Solving: Strong analytical skills to identify challenges and propose effective, feasible solutions.*
- *Leadership: Capable of taking the initiative to provide guidance to staff members and representing the department in various settings.*

This position offers an exciting opportunity for a skilled engineer to contribute to the growth and development of the City of Monroe, thus positively impacting the region. The ideal candidate will bring strong technical expertise, exceptional communication abilities, and a collaborative approach to problem-solving.

LICENSES AND CERTIFICATES:

- *Valid State of Louisiana Driver's License and a clean insurance driving record.*
- *Registered Professional Civil Engineer in the State of Louisiana, or registered Engineer Intern in the State of Louisiana with the intent to obtain PE licensure within an agreed upon timeframe.*

INTERNAL POSTING PERIOD: 2/21 - 3/10/2025

Position posting goes public after 10th day.