



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON

CITY ENGINEER

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of City Engineer. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Engineering Division, please visit <https://www.ci.staunton.va.us/departments/engineering-division>.

The City of Staunton offers highly competitive compensation and benefits and a wide range of amenities. Staunton, with a relatively low cost of living, is known for its history, architecture, arts, and cultural and culinary delights.

“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall” —Southern Living

The City of Staunton is seeking a collaborative and innovative leader who performs complex professional work overseeing the planning, design and inspection of engineering projects in the City. This individual will have thorough knowledge of the principles and practices of civil engineering as applied to the development and construction of public works projects, and; knowledge of: water modeling software, computer aided design and mapping and Surveying Principles and Practice. The individual will have the ability to: plan, lay out and direct the work of subordinates; plan projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; establish and maintain effective working relationships with City officials, employees, contractors and the general public; communicate complete ideas effectively, orally and in writing and; calculate complex cost reports. The individual must have skill in the use of civil engineering instruments and equipment.

The City Engineer:

- Supervises and directs subordinate personnel in the preparation of design criteria, designs, analysis, specifications, plans, investigations, cost estimates, tabulations of contract bids, contracts, contractor payments and related matters;
- Establishes schedules, reviews work and gives suggestions of public works projects;
- Prepares Capital Improvement Plan estimates for Engineering projects;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Administers VDOT funded projects through Revenue Sharing, Transportation Alternatives, and Safe Routes to School Funding programs;
- Assists in preparation of Grant Funding applications;
- Oversees the review and approval of subdivision and site work by private parties;
- Supervises inspection, Construction Contract Administration and acceptance of City improvements;
- Coordinates work of engineering staff with other Federal, State and City agencies;
- Oversees personnel actions and the maintenance of records;
- Drafts RFP's, reviews responses and recommends award;
- Prepares a variety of technical reports and gives presentations of same as required;
- Provides liaison with the public, developers and private engineers;
- Oversees consultant projects;
- Oversees utility distribution mapping and modeling;
- Oversees digital mapping element of the GIS;
- Oversees Engineering Plan Review as part of Community Development and;
- Performs other duties as assigned by Director.

Applicants must possess a Bachelor's degree in civil engineering with a minimum of five years of experience in professional civil engineering work. Prior municipal experience desired but not required. Must be licensed as a professional engineer in the Commonwealth of Virginia. Must have completed or be eligible to complete VDOT's Locally Administered Projects Qualifications Program. A commitment to customer service and citizen involvement is required. Must also be committed to continual development and learning.

Criminal background check is required.

FLSA: Exempt
 Grade: 20
 Salary Range: \$69,907 to \$108,345
 Start Date: On or around October 15, 2020

The recruitment will remain open until filled. In addition to the on-line application, interested applicants should submit a cover letter and resume no later than **September 30, 2020**. For questions and a complete job description, please contact Jonathan Venn, Chief Human Resources Officer.

Apply Here: [City of Staunton Employment](#)

Jonathan Venn, Chief Human Resources Officer

City of Staunton/Staunton City Schools
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