

City Engineer



The City of Brookhaven, located in metro Atlanta, is seeking highly qualified applicants for City Engineer in the Community Development Department. The City Engineer is responsible for overseeing the private site development and erosion control review process, manages NPDES and MS4 program compliance and special engineering related projects for the City.

Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university. Must have a minimum of six (6) years of professional experience in civil engineering, including relevant site development. An equivalent combination of education and experience may be acceptable.

How to apply: Please submit your resume, cover letter and your current salary to Careers@brookhavenga.gov.

The City of Brookhaven is an equal opportunity employer.

Below is a copy of the full job description.

JOB SUMMARY:

Under the general direction of the Director of Community Development, this is a professional supervisory position responsible for performing professional and technical engineering duties for the City and management of the Land Development and Building divisions of the Community Development Department. This is an important technical and administrative position requiring a thorough knowledge of all phases of engineering and of the operation of municipal government. This position oversees the private site development and erosion control review process, manages NPDES and MS4 program compliance, and is assigned special engineering related projects from time to time. Additional duties include the effective management of customer expectations and resolution of complaints or service inquiries related to permitting requests. Ensures a high level of efficient customer service is provided to the public and business community. Responsibilities include forecasting, budgeting and implementation of new initiatives and programs for the department. This position also maintains a key role and serves as a liaison with Public Works Department with regard to storm water management.

ESSENTIAL JOB FUNCTIONS:

- Supervises day-to-day inspection needs; coordinates work schedules of inspectors and ensures project compliance; performs QA/QC of Inspectors work; assigns Inspectors to respond to reports of alleged ordinance or code violations; conducts meetings with Inspectors on current projects and independently assigns/assesses workloads to correspond to appropriate staff experience level.
- Conducts plan review on projects for compliance with all codes, including the Tree Conservation Ordinance and Overlay District landscape and streetscape requirements; uses independent judgment to qualify whether projects meet requirements of current code or are vested under previous regulations.
- Acts as liaison with Public Works Department on transportation projects, stream buffer compliance, and stormwater management; coordinates plan requirements on

an individual project basis based on site conditions.

- Manages budget, including individual needs for equipment, education and training requirements necessary to maintain staff certifications and licenses.
- Performs field inspections of road construction and utility infrastructure in reference to residential and commercial construction projects performed by private contractors to ensure compliance with applicable codes, standards and approved construction plans/specifications.
- Interacts and communicates with local, state and federal agencies and individuals on construction and inspection related topics; provides interpretation and assistance with code definitions to the public, staff, developers and related parties; conducts construction meetings with property owners, developers and contractors.
- Enforces safety standards on construction projects; monitors construction sites and activities to ensure adherence to proper safety provisions, methods and practices; and conducts a variety of testing procedures relative to the inspection process.
- Supervises Staff – prioritize and assign work, conduct performance evaluations.
- Provides input in the review and inspections of development projects for compliance with Clean Water Act, USACOE 404 permits, GAEPD stream buffer variances and FEMA permits.
- Ensures regulations are compliant with current local, state and federal standards.
- Participates in the National Flood Insurance Program (NFIP) and provide administration assistance with the Floodplain Ordinance as part of development review and inspections.
- Works with GIS Department to maintain city wide current and future conditions floodplain and water resources maps.
- Works with State and District Soil and Water Conservative Commission to obtain Memorandum of Agreement for plan review.
- Manages consultant contracts including reviewing project scopes, schedules and budgets.
- Oversees intake, review and approval of subdivision plats and maintenance agreements.
- Interfaces with development and engineering community, City Council, Planning Commission, Board of Zoning Appeals, and other bodies as required.
- Administers development regulations and related environmental ordinances, zoning ordinance and building codes.
- Provides comments and input on zoning and variance cases.
- Maintains and update/amend existing regulations and ordinances and develop new regulations related to erosion & sediment control, conservation subdivision, tree protection, floodplain management as required.
- Maintains plan review, inspections, permitting and enforcement records for all development activity.
- Serves as lead trainer for staff erosion & sediment control certification courses.
- Creates reports for local soil & water district, and state and federal agencies as needed.
- Manages the development surety program.
- Provides Stormwater Management assistance to Public Works in the following areas;
 - City's Stormwater Management Program including the NPDES MS4, Metropolitan North Georgia Water Planning District, and National Flood Insurance Program requirements.
 - Annual reports and other coordination required with local, state, and federal agencies on storm water management matters.
 - Floodplain Administration. Oversee City participation in the National Flood Insurance Program and the Community Rating System as well as maintain current flood maps.

- Performs other similar duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Civil Engineering or related field from an accredited college and minimum of 6 years' experience in civil engineering including relevant site development.
- Professional Civil Engineering Registration preferred at time of hire; if registered in another state must obtain Georgia certification. Consideration may be given to applicants with an Engineer In Training (EIT) certification and at least 8 years of experience with the ability to obtain Georgia PE registration within a time specified by the Community Development Director.
- Must have Georgia Soil and Water Conservation Commission Level IB Certified Inspector and Level II Certified Design Professional certifications at the time of hire or the ability to obtain these certifications.
- A valid Georgia driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of codes and ordinances of the city, including development related codes such as Stream Buffer Protection, Flood Plain Management, Soil Erosion Sediment and Pollution Control, Post Development Storm Water Management, and Illicit Discharge Elimination.
- Knowledge of state and federal regulations applicable to a municipal site development environment.
- Knowledge of arboriculture and vegetative practices related to landscaping.
- Knowledge of all City, County and state ordinances, codes and federal mandates.
- Advanced knowledge of land development and environmental regulations.
- Advanced understanding of engineering practices, standard construction practices, materials, methods and codes.
- Excellent verbal and written communication skills and working knowledge of related legislation.
- Ability to independently assess site conditions to determine whether an activity is environmentally suitable for the proposed location.
- Ability to direct and inspect the work of staff on specialized engineering and construction projects and to obtain adherence to plans and specifications.

PHYSICAL DEMANDS:

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

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report and/or act on safety violations and potential safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work according to the assigned schedule and must be available

and willing to work overtime (including daily, weekend and holidays) as determined by management as necessary to meet the business needs.

This employee is regularly required to perform sedentary and light work and exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The employee is also required to balance, climb, finger objects, grasp, hear, make rational decisions, reach, use repetitive motion, speak, talk, visualize, and walk.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.