



POSITION POSTING SUMMARY

DEPARTMENT:	COMMUNITY DEVELOPMENT
JOB TITLE:	ASSISTANT DIRECTOR, ENGINEERING SERVICES (APPOINTED TOWNSHIP ENGINEER)
IMMEDIATE SUPERVISOR:	DIRECTOR, COMMUNITY DEVELOPMENT
POSITION NUMBER:	CD-02

POSITION SUMMARY

The Assistant Director of Engineering Services (Assistant Director) serves as the appointed Township Engineer, and performs complex professional, technical and administrative work to further the Township's objectives related to community development and municipal engineering functions. Work is performed under the general supervision of the Director of Community Development (Director). The work involves great initiative and independent judgement and is periodically reviewed at completion.

The Assistant Director assists the Director in the supervision, recruitment, and evaluation of employees of the Department of Community Development; reviews processes and procedures to determine and make recommendations concerning workflow and efficiency.

Work is performed during regularly scheduled hours and will involve additional hours, as needed. Attendance at evening meetings is required. The position is exempt under the Federal Fair Labor Standards Act.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the philosophies, principles, laws, regulations, procedures, goals, and priorities of municipal engineering, planning and community development programs, including zoning laws, comprehensive plans, and subdivision and land development regulations.
2. General knowledge of the scope and functions of municipal government, including knowledge of federal, state, and local laws, ordinances and codes pertaining to a wide variety of planning, zoning, building and land use topics, including, but not limited to, the Second Class Township Code, Municipalities Planning Code, Uniform Construction Code, Sewage Facilities Act, and the Stormwater Management Act.

3. Knowledge of civil engineering principles, practices and methods for planning studies, designs, plans, specifications, estimates and reports, and ability to gather, analyze and evaluate facts and to prepare concise and informative reports.
 4. Knowledge of federal, state and county health and environmental regulations, including FEMA Flood Insurance regulations, the Stormwater Management Act, and U.S. Clean Water Act.
 5. Ability to work collaboratively with Township staff to ensure effective and efficient operations, including working collaboratively with department staff to prepare department budget and monitor budget expenses.
 6. Ability to communicate complex ideas orally and in writing to developers, elected officials, and staff. Excellent presentation, communication (verbal and written) and analytical skills.
 7. Ability to establish and maintain professionally effective relationships with other Township employees, vendors, community agencies, government officials and members of the public.
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QUALIFICATIONS

Education

1. Bachelor's degree in civil engineering or closely related field from ABET accredited school (Accreditation Board for Engineering) is required. A Master's degree is preferred.
2. Registered Professional Engineer (P.E.) in the Commonwealth of Pennsylvania is required.
3. AICP Certification is preferred.

Experience/Training

1. Must have a minimum 3-5 years of related experience in civil, land development, and municipal engineering, with at least one of those years in a supervisory capacity. Experience with municipal transportation planning preferred, but not required.
 2. Demonstrated project management experience and a history of working with members of the public, municipal staff, and elected officials.
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SELECTION GUIDELINES

Interested applicants must submit a cover letter, resume, proof of professional license(s) and/or certification(s), transcript(s), three professional and two personal references, as well as a salary history, electronically via PDF format to the Office of the Township Manager at employment@north-fayette.com no later than the close of business on **August 13, 2021**.

The successful candidate will be subject to a background investigation, a pre-employment drug and alcohol test, and certification of the candidate's compliance with the Township's Nepotism Policy.

POSITION PROFILE & DETAILED DESCRIPTION AVAILABLE UPON REQUEST