



## ASSISTANT CITY ENGINEER

City of Cambridge, Maryland

<b>Classification:</b>	Exempt
<b>Pay Grade:</b>	11
<b>Pay Range:</b>	\$74,000 to \$94,500
<b>Benefits Summary:</b>	This is a full-time, benefited position with health insurance, a public pension, 13 paid holidays annually, vacation, sick leave, and more.
<b>Job Summary:</b>	The Assistant City Engineer plays a vital role in the Engineering Department, engaging in both supervisory and technical work. This position operates under the general direction and supervision of the City Engineer, with work reviewed through meetings, reports, and evaluations of engineering effectiveness. This is a "Classified Exempt" position.

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### **POSITION DESCRIPTION:**

This position involves planning and coordinating engineering and planning activities related to public works, including the design of roads, stormwater management, and sewer systems. Key responsibilities include preparing contracts and specifications, conducting engineering studies, surveying, and drafting related reports.

### **EXAMPLES OF DUTIES (Includes, but is not limited to):**

- Plan, coordinate, supervise, and perform land surveying, engineering design, construction, and inspection for roads, drainage systems, sewers, and other public works projects.
- Prepare contracts and specifications for engineering projects.
- Conduct feasibility studies and develop engineering and planning reports for local, state, or federal reviews.
- Stay updated on current engineering methods and procedures, implementing best practices as applicable.
- Compile cost and time estimates for engineering and planning initiatives.
- Review construction plans and provide technical guidance.
- Collaborate with consulting engineers and architects to ensure project specifications and timelines are met.
- Inspect ongoing and completed construction projects, addressing engineering issues and preparing reports as needed.
- Prepare and manage grant applications for infrastructure projects.
- Perform additional duties as assigned by the Department of Public Works.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in civil engineering from an accredited institution, along with relevant engineering experience, preferably in a public works setting.
- Comprehensive knowledge of modern engineering principles and practices related to road and drainage design and civil engineering projects.
- Ability to effectively plan, organize, supervise, and coordinate engineering and public works personnel.
- Strong interpersonal skills to build effective working relationships with contractors, engineers, and architects.
- Proficient in compiling and preparing technical reports for various governmental levels.
- Excellent verbal and written communication skills.
- Ability to interact courteously and equitably with colleagues and the public.

**LICENSE:**

- Registration or eligibility for registration as an Engineer in Training (EIT) or Professional Engineer in Maryland within one year of employment; certification must be maintained.
- Valid "Class C" Maryland Driver's License in good standing, acceptable to the City of Cambridge's insurance provider.

**PHYSICAL ABILITIES:**

- Ability to work in both office and outdoor environments, often under adverse weather conditions, and to walk over varying terrain.
- Capable of lifting 60 pounds and walking 400 yards over varied terrain.
- Near and far visual acuity for reading maps, drawings, and observing construction sites.
- Manual finger dexterity for operating office equipment and writing.
- Ability to alternate between sitting and standing for extended periods to oversee construction activities and perform office tasks.
- Requires sufficient ambulatory ability to move about the office and outdoor field locations and to bend stoop, reach, and climb.

**LICENSE:**

Possession of or ability to obtain a valid "Class C" Maryland driver's license. Driver's License is to be in good standing and acceptable by the City of Cambridge's insurance company.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting.

**PROBATIONARY PERIOD:**

All City of Cambridge employees are subject to a one-year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional, and seasonal employees serve at the pleasure of the City and are "At-Will."

**OTHER:**

This job description is not exhaustive and may evolve over time to include additional responsibilities, skills, and working conditions. Reasonable accommodation may be made for qualified individuals with disabilities to perform the essential functions of this role.

I, \_\_\_\_\_, understand the job duties and  
(Print Name)

responsibilities. I can perform these job duties and requirements without a need for reasonable accommodation.

I, \_\_\_\_\_, understand the job duties and  
(Print Name)

Responsibilities. I can perform these job duties and requirements with the following reasonable accommodations detailed below on the next page.

**Requested Reasonable Accommodations:** *(Please attach if requesting)*

\_\_\_\_\_  
Signature of Position Holder Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Director of Administrative Services Date