Employment Opportunity

Engineer-In-Training (EIT)

Department: Engineering
Job Status: Full-Time
Shift: 8:00 AM - 5:00 PM
Days: Mon., Tue., Wed., Thu., Fri.
Rate of Pay: $21.09 - $25.84
Status: Open Until Filled

Job Description

The City of Saratoga Springs currently has an opening for an Engineer I, this is a full-time, FLSA exempt, position with the Saratoga Springs Engineering Department of approximately 40 hours per week. This is position under the specific supervision of the City Engineer.

This position performs professional and technical engineering work to assist in coordinating and participating in the design, development, and construction of City. This position performs professional and technical engineering work to assist in coordinating and participating in the design, development, and construction of City.

Job Responsibilities

ESSENTIAL JOB FUNCTIONS:
• Analyze and interpret complex engineering construction and planning documents for compliance with City requirements including review of engineering plans and technical reports for private development projects
• Review of final plats, preliminary plats and site plans to determine compliance with City requirements
• Provide information and assistance to the public regarding City standards and policies
• Conduct field/site visits as needed including site inspections to identify potential construction/design constraints
• Coordinate projects with staff, developers, consultants, and outside agencies by attending meetings, explaining the City’s position to developers, evaluating other party’s needs and preparing written or verbal presentations
• Assist in conducting traffic studies to support police department enforcement and compliance with state and local codes; assists in conducting traffic studies to support project design projections
• Perform other duties as assigned.

Qualifications

JOB QUALIFICATIONS & COMPETENCIES:
Education & Experience:
• Applicants must have successfully graduated from an accredited college or university with a Bachelor’s degree in Civil engineering or a related field
• Internship(s) or work in the Civil Engineering field is preferred
Certifications Required:
- Must have passed the fundamentals of engineering exam (EIT Certification)
- Must possess a valid Utah driver’s license

Knowledge, Skills and Abilities
- Excellent oral and written communication.
- Working knowledge of AutoCAD.
- Construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
- Technical expertise, but has the ability to see the big picture
- Project planning, scheduling and control.
- Enthusiastic, driven, hard-working, and approachable by citizens, staff and council.
- Assist in establishing an atmosphere of trust, mutual respect, and cooperation.
- Ability to read and interpret engineering construction drawings, surveys, plats, engineering studies and technical reports, design manuals, codes, and regulations.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to prioritize a complex set of work objectives, maintain several concurrent projects and responsibilities.
- Ability to develop, maintain, and manage a team of professionals to achieve goals, projects deadlines and objectives.
- Ability to work in an office environment as well as outside in the field.
- Ability to interpret plans and specifications.
- Ability to receive, deliver, and explain oral and written instructions.
- Ability to exercise initiative and sound judgement and react resourcefully under varying stressful situations.
- Ability to communicate effectively with the public under potentially adverse circumstances and to work well with others.
- Ability to follow City policy.
- Ability to concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner.

Working Conditions
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successfully candidate must be able to perform under the physical demands and work environment including but not limited to the following:

- Comfortable working conditions, talking, listening, intermittent sitting, standing and walking.
- Regularly sits at a desk or table.
- Walks, stands or stoops.
- Work for sustained periods of time maintaining concentrated attention to detail.
- The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally.
- Person may need to lift up to 50 lbs. on an occasional basis.
- This position requires the employee to be outdoors periodically and to drive a City vehicle.
- This position has exposure to stressful situations as a result of human behavior.
- Work is often performed under deadlines and time constraints which may require alterations in the normal work schedule.

Additional Information
SALARY RANGE:
Hiring will normally occur at or near the minimum of the range and not higher than the midpoint of the range.
This is an exempt position.

a. Minimum - $43,867.20/yr.
b. Midpoint - $53,747.20/yr.
c. Maximum - $63,606.40/yr.

BENEFITS:
The City offers a competitive benefits package including health, dental, life and long term disability insurance. The City participates in the Utah Public Retirement System (pension). In addition, the City does not participate in Social Security so no Social Security taxes are deducted from your paycheck. In lieu of the City’s Social Security contributions, the City contributes 6.2% of salary into a 401(k) retirement plan. Other benefits include 120 hours of paid time off (PTO) accrued annually, 40 hours of short-term medical accrued annually, 10 holidays annually, and a flexible work week.

CLOSING DATE:
Open until filled.

Disclaimer
The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City’s best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant’s sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

NOTES:
• The City will provide reasonable accommodations as needed
• Pre-employment drug testing, proof of employment eligibility, and a background check is required

Saratoga Springs is an Equal Opportunity Employer.

Application Special Instructions
The City of Saratoga only accepts applications using our on-line application available at www.saratogaspringscity.com. All candidates are required to submit an online application. Please attached any supporting documentation to your online applications such as cover letter, resumes, or proof of certifications.

Please contact the Human Resources Department at 801.766.9793 X187 or 801.766.9793 X121 if you have any questions. To apply, please submit the following City application form and attach a resume, a cover letter and any other supporting documentation you may have.