



**City of Milford**  
**City Engineer**  
Pay Grade: 11

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**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** Delaware licensed professional Engineer within 6 months of hire. Three to Five (3-5) years' experience in professional engineering. NIMS (National Incident Management System) ICS-100, FEMA IS-700, ICS-200, FEMA IS-800 and ICS-300 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license. Delaware Water Operator License within 12 months of hire. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a physical pre-employment. Subject to random drug and alcohol testing according to City policy.

**Minimum Education Requirements:** Bachelor's Degree in Engineering

**Direct Supervisor:** Public Works Director

**Supervisory Responsibility:** Small group of employees

**Primary Work Location:** In, around, and out of the city, with reporting, office duties and meetings, at the Public Works facility.

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**Job Summary:** The City Engineer is responsible for planning, designing, and managing the construction of various engineering projects for the City, as well as overseeing the City's water and wastewater operations.

The City Engineer shall utilize sound judgment and acceptable performance levels. The City Engineer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The City Engineer shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability, and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the Public Works Director.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- **Water & Wastewater Operations:** Provides design or engineering guidance for water and wastewater systems in compliance with state and federal regulations; performs data queries and analysis of SCADA system using Structured Query Language (SQL) and other languages as needed to assist departments in identifying issues and maintaining system health; and inspects water and wastewater facilities.
- **Budget & Personnel Management:** Assists in the annual budget preparations and conducts employee evaluations.
- **Plan Review & Project Administration:** Reviews and approves plans for new building sites and developments; administers contracts for capital improvement projects; designs and inspects smaller capital improvement projects; maintains plans and specifications for City water, sewer, storm drainage, streets, and buildings; assists in preparing the Capital Improvement Plan; conducts studies for new programs; and develops construction standards and specifications.
- **Technical Advisory & Development Liaison:** Provides technical engineering advice to City department heads and the Public Works Director; serves as the primary point of contact for residential and commercial development efforts.



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- **Public Relations & Complaint Resolution:** Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- **Meetings, Coordination & Emergency Support:** Attends assigned meetings and training; interacts with outside agencies and commissions; responds to buried utility line strikes by assisting staff with corrective measures and documentation; conducts construction progress meetings for subdivisions as needed; and meets with the public to discuss City public works policies.
- **Bid & Bond Management:** Assigns and tracks bid and performance bonds; and recommends controls for residential and commercial developers to protect the City's long-term interests.
- **Grant & Funding Management:** Monitors and shares utility-based grant opportunities, including those for infrastructure recapitalization, maintenance, and updates—with Senior Leadership.
- **Emergency Availability:** Remains available for emergencies related to water and wastewater, projects, and weather-related incidents.
- **GIS Administration:** Maintains the on-premise GIS Enterprise System encompassing all City utility infrastructure data.
- **Other Duties:** Performs related work as required.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**  
An employee in this class must have the following knowledge, skills, and abilities upon application:

### Knowledge

- Engineering practices as applied to the functions of the Department/Divisions and practices of civil engineering as applied to the development and construction of public works projects and municipal operations.
- Water and wastewater pumps and systems.
- SCADA monitoring systems.
- Preparation and management of operating and capital projects budgets.

### Skills

- Time management.
- Ability to understand written and oral communication.

### Abilities

- Plans, lays out and directs the work of subordinates.
- Plans projects and prepares related designs, estimates and specifications.
- Makes comprehensive recommendations for engineering problems.
- Maintains effective working relationships with others.
- Exercises fiscal responsibility.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:

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