



City of Milford
Civil Engineer I
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: No work experience required but two (2) years' civil engineering is preferred. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Subject to random drug and alcohol testing according to City policy. Must pass the Fundamentals of Engineering (FE) Exam within 12 months of hire.

Minimum Education Requirements: Bachelor Degree in Civil Engineering, Architecture, or closely related field.

Direct Supervisor: City Engineer

Supervisory Responsibility: None

Primary Work Location: In and around the city, with reporting, office duties and meetings, at the Public Works facility. Hybrid work schedule will be coordinated with supervisor after introductory period.

Job Summary: The Civil Engineer I is responsible for the design and management of assigned sanitary sewer, water, storm sewer, curb, sidewalk, and roadway pavement projects. This role also involves overseeing construction work performed by private developers for infrastructure that will be owned by the City.

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

Supervision Received: Work is performed under the general supervision of the City Engineer.

Essential Job Functions:

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

- **Utility Mapping & Location:** Conducts utility mapping and locates water, sanitary sewer, electric, and storm sewer infrastructure in accordance with Delaware MISS UTILITY.
- **Grant Proposal Preparation:** Develops grant proposals by defining concepts, gathering, and formatting information, drafting documents, and obtaining approvals.
- **Infrastructure Inspections:** Inspects road sub-grade, pavement, curb, sidewalk, storm sewer, sanitary sewer, and potable water systems to ensure compliance with standards.
- **Project Management & Oversight:** Plans, designs, contracts, and oversees various City infrastructure projects to ensure effective execution and regulatory compliance.
- **Permit Preparation & Management:** Prepares and manages City and State permit applications by developing concepts, gathering and formatting information, drafting documentation, and coordinating approvals.
- **Subdivision & Site Plan Review:** Reviews subdivision and site plans with a focus on water, wastewater, stormwater, and transportation infrastructure compliance.
- **Public Meetings & Outreach:** Assists with public meetings and outreach, including participation in City Council meetings as required, to support project communication.
- **Emergency Technical Assistance:** Provides technical assistance during emergency situations as needed.
- **Other Duties:** Performs related work as assigned.



City of Milford
Civil Engineer I
Pay Grade: 6

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

- Basic understanding of hydraulics and hydrology, paving principles, geotechnical and water treatment preferred.

Skills

- Time management.
- Able to understand written and oral communication. Critical thinking and troubleshooting to resolve issues.

Abilities

- Reading of blueprints and specifications.
- Use of AutoCAD Civil3d or MicroStation.
Familiarity with ESRI GIS Software.
- Familiar with Office 365 or similar word processing and spreadsheet software.
Able to apply engineering concepts to non-standard situations.

Physical Requirements:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using telephone, email, and direct interaction. Physical capability to effectively use and operate various items of office related equipment such as but not limited to, a personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions. Ability to lift 50 pounds.

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:
