



City of Milford  
Civil Engineer I  
Pay Grade: 106

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** No work experience required but 2 years in 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 of Science 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.

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**Job Summary:** Responsible for design and oversight of assigned sanitary sewer, water, storm sewer, curb, sidewalk, and roadway pavement projects. Oversees construction performed by private developers that is to 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.

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**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:

- A. Conducts utility mapping and locates (water, sanitary sewer, electric, and storm sewer) as per Delaware MISS UTILITY.
- B. Prepares grant proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals.
- C. Perform inspections of road sub-grade, pavement, curb, sidewalk, storm sewer, sanitary sewer, and potable water system.
- D. Plan, design, contract, and oversee various City infrastructure projects.
- E. Subdivision and site plan review including water, wastewater, stormwater, and transportation infrastructure.
- F. Assists with public meetings and outreach related to projects including participation in City Council meetings as required.
- G. May be needed to provide technical assistance during emergency situations.
- H. Performs related work as required.



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**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 positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Director:

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