

# Staunton City & Schools

## Deputy City Engineer: City of Staunton (2505)

### JOB POSTING

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#### **Job Details**

*Posting ID*                   **2505**  
*Title*                         **Deputy City Engineer: City of Staunton**  
*Description*               CITY OF STAUNTON

#### **DEPUTY CITY ENGINEER**

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Deputy City Engineer. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Engineering Department, please visit [Engineering Division](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. "One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—Southern Living**

The City of Staunton is seeking an innovative leader who serves as a department assistant manager performing complex professional work assisting with the planning, design, management, and inspection of engineering projects in the City. The employee exercises independent judgement in completing assigned tasks.

The individual will have thorough knowledge of the principles and practices of civil engineering as applied to the development and construction of public works projects and knowledge of water modeling software, computer aided design and mapping and Surveying Principles and Practice. The individual will have the ability to: plan, lay out and direct the work of subordinates; plan projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; establish and maintain effective working relationships with City officials, employees, contractors and the general public; communicate complete ideas effectively, orally and in writing and; calculate complex cost reports.

The Deputy City Engineer will be responsible for the following:

- Assists City Engineer in supervising and directing subordinate personnel in the preparation of design criteria, designs, analysis, specifications, plans, investigations, cost estimates, tabulations of contract bids, contracts, contractor payments and related matters;
- Establishes schedules, reviews work and gives suggestions of public works projects;
- Prepares Capital Improvement Plan estimates for Engineering projects;
- Administers VDOT funded projects through Revenue Sharing, Transportation Alternatives, SmartScale, and other such funding programs;
- Assists in preparation of Grant Funding applications;
- Oversees the review and approval of subdivision and site work by private parties;
- Supervises inspection, Construction Contract Administration and acceptance of City improvements;
- Coordinates work of engineering staff with other Federal, State and City agencies;
- Oversees personnel actions and the maintenance of records;
- Drafts RFP's, reviews responses and recommends award;
- Prepares a variety of technical reports and gives presentations of same as required;
- Provides liaison with the public, developers and private engineers;
- Oversees consultant projects;
- Oversees utility distribution mapping and modeling;
- Oversees digital mapping element of the GIS;
- Oversees Engineering Plan Review and Driveway/Entrance Permit Applications; and
- Performs other duties as assigned by City Engineer.

Bachelor’s degree in civil engineering or related engineering field from an accredited college or university. A minimum of five years of experience in professional civil engineering work is strongly preferred. Prior municipal experience is desired but not required. Possession of a professional engineering license in the Commonwealth of Virginia is preferred.

Position is responsible for determining compliance with local, state and federal codes and laws; makes recommendations for action of city administration and council; determining construction contractor compliance with all specs and contract terms.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Criminal background check is required.

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FLSA:	Exempt
Grade:	21
Hiring Range:	\$90,000-\$110,000: DOE/DOQ
Start Date:	On or around mid to late October 2024 or negotiable
Reports To:	City Engineer

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The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **October 6, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer  
 City of Staunton/Staunton City Schools  
 116 West Beverley St (Human Resources, 2<sup>nd</sup> Floor City Hall)  
 Staunton, VA. 24401  
 504-332-3914  
 vennjg@ci.staunton.va.us

**The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.**

<i>Shift Type</i>	<b>Full Time</b>	<i>Salary Range</i>	<b>\$90,000.00 to \$110,000.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>City Government</b>
<i>External Job Application</i>	<b>City of Staunton Application</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>ENGINEERING</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>09/06/2024</b>	<i>General Start Date</i>	<b>09/06/2024</b>
<i>Internal End Date</i>	<b>10/06/2024</b>	<i>General End Date</i>	<b>10/06/2024</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

*Automatically Send  
Reference Check*

**No**

*Reference Check  
Form*

**Support Staff Reference Survey**