

**POSITION DESCRIPTION**  
**SANITARY DISTRICT OF MICHIGAN CITY, INDIANA**

**POSITION:** SANITARY & STORMWATER ENGINEER  
**DEPARTMENT:** WATER RECLAMATION DEPARTMENT  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** February 25, 2026  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Sanitary District of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

**GENERAL DESCRIPTION:**

This job entails a wide variety of duties in the areas of civil engineering, environmental engineering, and wastewater engineering. The position involves providing engineering services for the wastewater collection systems, stormwater, watershed management, land development, permitting, budgeting, planning, and project management.

**DUTIES:**

**Administrative:**

- Represent the District and coordinate activities with other City departments, external agencies, and private entities.
- Assist the District Engineer on assigned projects.
- Prepare Engineering reports, memos, staff reports, standard operating procedures, and communications.
- Administer the MS4 and Watershed Programs.
- Assist with the administration of the NPDES Permit.
- Supervise assigned staff.

**Engineering:**

- Perform in-house engineering design activities.
- Provide quality assurance and quality control activities for engineering projects.
- Provide engineering guidance and direction to consultants.
- Provide engineering analysis and evaluation for sanitary sewer and storm sewer collection system operations and maintenance.
- Provide engineering analysis and evaluation for sanitary sewer and storm sewer collection system inspections.

**Financial:**

- Prepare estimates of probable cost for design and construction projects.
- Assist with the submission of grant and financing applications and reports for engineering projects and other District activities.
- Monitor contracts for financial compliance.
- Prepare required financial reporting on engineering projects to funding agencies.
- Assist in preparation of the annual budget and capital improvement program.

**Planning:**

- Prepare and/or provide oversight in the development and implementation planning projects, including projects such as: collection system (sanitary and storm sewer) master plans.
- Coordinate activities with the City Planner, City Code Enforcement, Redevelopment Commission, NIRPC, IDNR, IDEM, ACOE, and other local and regional planning organizations.

**Project & Program Management:**

- Policies and practices of modern project and program management are required for this position. This position will interface with designers, contractors, regulators and other local, state and federal agencies.

**I. JOB REQUIREMENTS:**

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to effectively communicate with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Advanced skill in use of office equipment, and advanced use of computer software: including engineering models; scheduling; GIS, and Computer Aided Design (CADD) software.

**II. DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS & EDUCATION:**

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

**Education and Licenses**

The following education and license requirements and preferences apply:

- B.S. Civil, Chemical, or Environmental Engineering, or related Engineer discipline, is required.
- EIT License with the State of Indiana preferred, but not required.
- Project Management Professional (PMP) preferred, but not required.
- Valid driver's license and a driving record acceptable for insurability, is required.

## **Knowledge**

This position requires the Knowledge of:

- Principles and practices of civil engineering.
- Principles and practices of environmental engineering.
- Principles and practices of survey and mapping.
- Principles and practices of Project and Program Management.
- Principles and practices of wastewater and water resources planning, including master plans, collection systems, wastewater treatment systems, water reclamation and recycled water systems.
- Environmental permitting activities.
- Environmental regulatory systems such as NPDES, Capacity Management Operation and Maintenance (CMOM), Sewer System Management Plans (SSMP).
- Principles and practices of land development, development review and land entitlement practice as related to wastewater and water systems.
- Principles and practices of budget development and development of a capital improvement programs.
- Information systems including office automation, Computer Aided Design & Drafting (CADD), GIS, hydraulic modeling, scheduling, and project
- Indiana Public Contract Code.

## **Experience**

This position requires the following experience:

- At least two (2) years of Civil Engineering experience, with emphasis in environmental, water, wastewater, storm water, municipal, and reclaimed water systems.

## **Abilities**

This position requires the ability to:

- Establish and maintain effective working relationships with peers and external contacts.
- Effective communicator in speech and writing.
- Implement innovation to the extent that new programs, systems and developments are started and supported.
- Dedicated to teamwork and the development of staff.
- Perform complex professional and analytical work.
- Possess personal traits of confidence, thinking independently, being decisive; organized and proactive and in problem solving.
- Ability to effect and lead organizational change through innovation and vision.

## **III. PERSONAL WORK RELATIONSHIPS:**

The Sanitary & Stormwater Engineer maintains frequent contact with co-workers, other City Departments, engineering consulting firms, land developers and their representatives, and state permitting officials for the purposes of implementing the duties and responsibilities of the position.

The employee reports directly to District Engineer.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

Ability to sit, twist, lean, operate a keyboard, lift files and reports from desktops or file drawers and be able to interface and meet with staff throughout the District campus.

Ability to perform field work, including construction site visits.

The position may also include frequent disagreeable working conditions such as noise, fumes, odor and hazardous chemicals located near the work site.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Sanitary & Stormwater Engineer for the Sanitary District of Michigan City Water Reclamation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name