

## POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Sanitary & Stormwater Engineer  
DEPARTMENT: Water Reclamation Department  
JOB CATEGORY: PAT (Professional, Administrative, Technological)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

### DUTIES:

- Assist the District Engineer on assigned projects
- Prepare engineering reports, memos, staff reports, standard operating procedures, and communications.
- Administer the MS4 and Watershed programs
- Perform in-house engineering design activities
- Provide engineering analysis and evaluation for sanitary sewer and storm sewer
- Prepare estimates of probable cost for design and construction projects.
- Monitor contracts for financial compliance
- Prepare required financial reporting on engineering projects to funding agencies
- Prepare and provide oversight in the development and implementation planning projects
- Coordinate activities with pertinent departments, contractors, and government agencies

### SKILLS AND KNOWLEDGE:

- B.S. Civil, Chemical, or Environmental Engineering or related Engineer discipline is required
- EIT license with the state of Indiana is preferred but not required
- Project Management Professional preferred but not required
- Valid Drivers License and acceptable diving record is required
- Ability to comply with all employer and departmental policies
- Ability to work on several tasks at the same time and work rapidly for long periods of time
- Advanced skill in office equipment and computer software.

