



OSHTEMO TOWNSHIP IS HIRING A TOWNSHIP ENGINEER!

Here's why you should apply:

#1 We are the third-largest municipality in Kalamazoo County – **and growing**. Oshtemo is home to more than 24,000 residents and businesses, and offers a diverse array of housing, dining, and shopping options. We strive to balance our steady growth with careful planning, prioritizing safety and security, the preservation of our natural areas, and fostering recreational opportunities.

#2 We offer a competitive benefits package. As a full-time employee, you'll have access to benefits focused on supporting your physical, financial, and emotional well-being.

Family medical, dental, and vision insurance (80% of premiums **employer paid**).

Optional flexible spending accounts (dependent care and/or medical).

HSA or healthcare reimbursement account with **employer funding**.

Employer paid supplemental insurance for emergency services personnel.

Employer paid life insurance (with a buy-up option).

Employer paid accidental death and dismemberment insurance (with a buy-up option).

More benefits and details available upon request.

#3 When you join our team, you'll embark upon a **career** journey that blends tradition with innovation. We offer a dynamic environment where your skills and **passion** can thrive amidst a close-knit, growing community. With a focus on sustainability, inclusivity, and professional integrity, we provide the perfect platform for you to make a significant **impact**. Join us and be part of a team committed to shaping the future, fostering growth, and creating a safe and vibrant community together.

POSITION DESCRIPTION

Township Engineer

General Summary:

Under the direct supervision of the Director of Public Works, performs professional and technical engineering duties for the Township. The main responsibility of the Township Engineer is reviewing new development site plans, subdivisions, plats, and other private developments. This position entails a key role in a multi-agency, multi-departmental and multi-disciplinary team used in reviewing Township development proposals.

Typical Responsibilities:

1. Research historical records, Township documents, and other agency requirements.
2. Review, analyze, and report on development site plans, design details and specifications for compliance with Township ordinances, policies, and specifications. Specific areas of civil engineering expertise include, but are not limited to: stormwater retention, site plan grading, utility (public water, sanitary sewer, storm sewer) design, road network layout and access, non-motorized facilities guidelines, and easement language.
3. Provide review and feedback on existing Township ordinances and regulations.
4. Oversees and reviews consultant's work for accuracy and professionalism and technical details on Township capital projects.
5. Answers technical questions and provides information to the public.
6. Evaluate Township inquiries and provide advisory and technical experience services to other Township departments on matters related to professional civil engineering.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

EDUCATION: Bachelor's degree in Civil Engineering.



EXPERIENCE: Four (4) years as Civil Engineer. Extensive knowledge of civil engineering, survey, and design; working knowledge of construction methods, thorough knowledge of site development design.

- Certification: Professional Engineer (PE) License preferred.
- Position requires strong written, verbal, and organizational skills.
- Expertise is the use of Microsoft Word, Excel, and Outlook.
- Operate general office equipment such as computers, copy machines, and telephones.
- Strong ability to participate in a team-oriented environment as well as function independently.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

Physical Requirements:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to drive to visit properties within the Township. Property visits will be required to evaluate development projects, site design, water run-off, water retention, compliance with construction plans and design, etc. While on site the employee must be able to traverse rough terrain to complete on-site inspections.

The Township Engineer must also be able to visually review schematic drawings, permit applications, site plans and related documents both hardcopies and digital. The Township Engineer must be able to effectively communicate detailed technical information in digital reports. In addition, the employee must be able to meet with external organizations on occasion.

Compensation Information:

This position is salary exempt with an annual salary range of \$75,000-\$85,000 commensurate with qualifications & experience.

How to Apply:

E-mail your resume to sfeister@oshtemo.org by 03/22/24 and [CLICK HERE](#) to complete the Application for Employment.