ASSISTANT CITY ENGINEER

The City of Greenville is a city deeply rooted in its Scandinavian heritage. Our residents work together to better our community, through volunteering, organizing an event or working hard towards a common goal. Our city offers a vast array of recreational and cultural activities, beautiful natural resources, and historical downtown.

Every season of the year brings a new and exciting sport to the “out-of-door family”, and the advantages offered are used by thousands of people every year. The City of Greenville is home to the Fred Meijer Flat River Trail, an award winning river path, which offers a wonderful place to bike, walk, or run through picturesque scenery. Also connecting through Greenville Fred Meijer Flat River Trail is the Fred Meijer Hartland Trail which extends from Alma to Owosso. The Flat River is also a wonderful place to kayak, with local rentals available. A popular summer recreation spot is the swimming beach at Baldwin Lake, owned and operated by the City of Greenville. Baldwin Lake sits on the Flat River Trail and is the starting point of the Greenville Triathlon.

Like all great communities, Greenville continues to be a work in progress. When you visit us, you will find growing store fronts, both downtown and on West M-57, a plethora of diverse restaurants (including local micro-brews), local farmers markets, and a growing residential district combining single family, condo, townhome, and apartment living.

More information about the City and area can be obtained by reviewing www.greenvillemi.org

The Assistant City Engineer position is a salaried position for a typical 40-hour work week. This position will work both indoor and outdoor including computer work, mapping, data maintenance, field data gathering, inspection, and staking. Annual salary range will be $40-50k depending on qualifications.

This position will assist the City Engineer perform the following duties:

1. Plan, design and implement local Projects that could include parks, roads, utilities and other projects of local interest
2. Inspect and analyze infrastructure systems including capacity determinations
3. Grant writing
4. Construction inspection
5. Project administration

Qualifications being sought, include:

1. Bachelor’s Degree in Civil Engineering
2. Experience with surveying principles
3. Experience with ArcGIS, Autocad, Roadsoft and Microsoft Office applications (in particular, Excel spreadsheets)
4. Experience with MDOT Contract management including Field Manager
5. Strong communication skills, including written, verbal, technical and presentation skills
6. Strong math, analytical and problem solving skills
Working for the City of Greenville offers an array of wonderful benefits including; fully paid health care, 401A, city provided wellness contribution (for dental, optical, or a gym membership), paid leave, paid holidays, fully paid life insurance, and a caring work environment.

Interested applicants may submit their resume and cover letter until May 31, 2019 to:

City of Greenville
Attn: City Engineer
411 S. Lafayette Street
Greenville, MI 48838

Or by email at: dhinken@greenvillemi.org

The City of Greenville is an Equal Opportunity Employer.