

PLANNING & ENGINEERING DEPARTMENT

City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

POSITION DETAILS:

Date Posted: 1/24/25

Department: Planning & Engineering

Title: City Engineer

Posting Expires: until filled

Location: Mtn Home City Hall

Grade & Status: Grade 37 FT

Contact Phone: 870-425-7042

FLSA: Exempt

Salary: \$34.97+ (based on Exp.)

DAYS & HOURS OF OPERATION: 8:00 am – 4:30 pm Monday- Friday : On Call Status during Emergencies

WHERE TO APPLY (in person or via us mail): **City of Mtn Home HR**
720 S Hickory St.
Mountain Home, AR 72653

JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

DESCRIPTION

POSITION SUMMARY:

The Engineer is responsible for the professional planning and management of City projects, including but not limited to streets, drainage, water, sewer, parks, and the Building Code office. This role operates under the guidance and direction of the Director of Planning and Engineering.

KEY RESPONSIBILITIES:

1. Remain on-call 24/7 for emergency situations.
 2. Manage record-keeping, computer operations, and public relations efforts.
 3. Prepare and issue verbal and written plans, documents, and calculations.
 4. Ensure City compliance with ADEQ, EPA, ARDOT, and other relevant regulatory agencies.
 5. Visit construction sites regularly to monitor progress and quality.
 6. Ability to work independently with minimal supervision.
 7. Perform other duties as assigned.
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REQUIREMENTS:

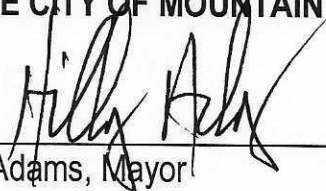
1. Bachelor's degree in Civil Engineering from an accredited institution.
 2. Successful completion of the NCEES FE Exam.
 3. Must be able to obtain a Professional Engineer License within five years.
 4. Preference given to candidates with a Professional Engineer license and experience in street, water, and sewer design.
 5. In-depth knowledge of Civil Engineering principles, techniques, and practices, as well as land surveying.
 6. Strong verbal and written communication skills for interaction with employees, consultants, government officials, and the public.
 7. Proficiency in Bentley OpenRoads or similar engineering software.
 8. Knowledge of relevant City, State, and Federal policies, laws, and regulations as they relate to City projects.
 9. Capable of developing plans, reports, and documents for project execution.
 10. Possession of a valid driver's license or ability to obtain one prior to employment.
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EMPLOYEE ACKNOWLEDGEMENT:

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.



Hilley Adams, Mayor

PUBLIC NOTIFIED VIA:
CITY BULLETIN BOARDS
CITY WEBSITE
INDEED.COM