



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **Civil Engineer I - Public Works Engineering**

**SALARY:** \$64,937.00 - \$87,146.00 Annually

**OPENING DATE:** 04/23/21

**CLOSING DATE:** 05/23/21 11:59 PM

### **FUNCTION:**

The City of Ankeny is seeking applicants for the fulltime position of Civil Engineer I, which will report to the Public Works Engineering Manager within the Public Works Department.

The full salary range is **\$64,937 - \$87,146** with a starting salary range of **\$64,937 - \$75,173**, depending on experience, plus excellent benefits. Pre-employment drug screen and background check required.

***May 2021 graduates are encouraged to apply. Deadline to apply is May 23, 2021 at 11:59 PM.*** Interested applicants should apply online and submit a cover letter, resume, and a copy of Engineer Intern Certificate (if available at time of applying).

A Supplemental Questionnaire will be emailed on Monday, May 24, 2021 to applicants who completed an online application with the required attachments. If you do not receive an email by 5:00 P.M. on Monday, May 24, 2021, please contact Amy Dawson at [ADawson@AnkenyIowa.gov](mailto:ADawson@AnkenyIowa.gov).

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Prepares and reviews designs, plans, specifications, and cost estimates for public infrastructure projects including street and utility improvements.
- Reviews street pavement, water main, storm sewer, sanitary sewer, and sidewalk/trail design and construction for compliance with Statewide Urban Design and Specifications (SUDAS) and City of Ankeny standards
- Assists with the preparation of the City's annual Capital Improvement Program (CIP), including developing public improvement concepts and generating conceptual cost estimates.
- Participates in the in-house engineering design and preparation of construction documents for capital improvement projects including plans, specifications, cost estimates, and bidding documents.
- Performs construction administration and periodic observation on in-house designed public improvement projects including leading preconstruction meetings, preparing payment applications, reviewing change orders, and overseeing project closeouts.
- Supervises the Civil Engineering Technicians when they complete construction observation and testing of construction materials for in-house inspected public improvement projects.
- Maintains files, folders, and record drawings for in-house designed public improvement projects in paper copy and digital format. Assists with the work activities for the City's GIS database management.

- Responds to inquiries and concerns from residents, businesses, and contractors regarding public infrastructure improvements, completes on-site investigations, and acts as the City's representative.

## **ENTRY REQUIREMENTS AND SKILLS:**

Bachelor's degree in Civil Engineering, or closely related field.

Entry-level knowledge of modern principles and practices of public works and civil engineering; basic knowledge of AutoCAD Civil 3D software (or equivalent) and ArcReader GIS software (or equivalent); ability to coordinate the activities of engineering technicians; ability to manage multiple tasks simultaneously; ability to communicate and cooperate with officials, co-workers, contractors, and the general public.

### **REQUIRED SPECIAL QUALIFICATIONS:**

Must be in possession of an Engineer Intern certificate issued by the State of Iowa or equivalent from another state within six (6) months of hire.

Shall possess and maintain a valid motor vehicle operator's license issued by the State of Iowa.

## **WORKING CONDITIONS:**

- Works in office environment.
- Periodic work in the field or at off-site locales.
- May be required to participate in meetings after normal working hours.
- Must keep regular and reliable attendance at work.

### **PHYSICAL REQUIREMENTS:**

- Work requires occasional exertion of up to 25 pounds of force.
- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat, and walk.

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With a population of more than 65,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00362  
CIVIL ENGINEER I - PUBLIC WORKS ENGINEERING  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

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