



**Vacancy Announcement**  
**City Engineer**  
**Open Until Filled**  
**Payrate: Based on qualifications and experience**

The City of Wheeling is in search of a City Engineer to provide support and service to the Engineering Department and other City operational departments. In accordance with City Charter, appointment is by the City Manager and serves under the general direction of the Director, Public Works to perform professional engineering work including monitoring, analysis, planning, budgeting, design, construction management, and inspection and maintenance of capital improvement projects. The City Engineer serves as a project manager and performs supervisory, engineering, and administrative work assisting in both the office and field operations of the city's building, environmental, street, and Public Works projects. This position manages the daily functions of the division staff through adherence of division policies and procedures in the following ways:

- Designs and/or oversees designs of Public Works improvements; prepares and updates construction plans and specifications.
- Serves as Project Manager on Engineering and Public Works projects.
- Inspects construction projects, reviews plans, and specifications submitted to the city.
- Permits and inspects contractors' work within the public right of way.
- Assists contractors with new developments, businesses, homes, and connection to city services.
- Prepares construction cost estimates, calls for contractor bids and then advises on the awarding of contracts; administers contracts.
- Assists in the training of technical personnel.
- Prepares budgetary estimates as well as regular and special reports.
- Organizes/prioritizes engineering department workload.
- Reviews easements, plats and right-of-way vacations.
- Reviews building and grading permits for compliance with right of way conflict/resolution.
- Represents the city at various meetings, construction functions, etc.
- Investigate new materials and methods for potential use and pilot projects.
- Assists in applying for grants and federal funds.
- Perform other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Bachelor's degree in civil engineering with Master's degree preferred.
- Two (2) to five (5) years of progressive experience in in civil engineering including two (2) years in a supervisory or administrative capacity.
- Valid driver's license or ability to obtain one within thirty (30) days of employment.
- Registration as a Professional Engineer (P.E.) in West Virginia or ability to obtain within six (6) months of employment.

**Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply Here" link.**

*The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.*