



## CIVIL ENGINEER I & II RECRUITMENT BROCHURE

*This professional engineering position in the Public Works Department is responsible for the development and coordination of various engineering design projects.*

An employee in this class is responsible for the overall coordination and maintenance of the various projects within the City. These projects may involve but are not

limited to planning and development, maintenance and operations, utilities and the Capital Improvements Program. Work is performed with appreciable latitude for independent

judgment and action that is reviewed by the engineering manager through observation, conferences, reports, and achievement of desired objectives.



**Clockwise from top:** A rendition of the new City Hall, which will have its official groundbreaking in June; Community Center Drive near City Hall; and Northglenn's Water Treatment Facility.



A particularly busy stretch of 120th Avenue, one of Northglenn's main thoroughfares, is being expanded from two to three lanes in each direction.



## COMPENSATION & BENEFITS

**\$77,812 to \$102,712/year**  
**\$37.41 to \$52.37/hr**  
MIN MID

Hiring Range

**\$77,812 to \$93,375 to \$119,831**  
MIN MID MAX

Salary Range

Starting salary to be commensurate with the qualifications and experience of the successful candidate. The City also offers an attractive benefit package and relocation assistance provided if needed. To learn more, visit [www.northglenn.org/jobs](http://www.northglenn.org/jobs).



## APPLICATION PROCESS

The City is now hiring for this position! To be considered for this exceptional career opportunity, apply at [www.northglenn.org/jobs](http://www.northglenn.org/jobs).

An online application through the employment page of the City's website is REQUIRED prior to the job posting deadline. A résumé and cover letter must be

included with your application. We are unable to accept résumés and applications from third-party employment sites such as Indeed.

Northglenn is an EEO/ADA employer. Reasonable accommodations will be made for disabled applicants in application and testing processes.



## TEAM NORTHGLENN

The City of Northglenn is committed to creating a diverse, inclusive, and equitable workplace where everyone belongs. We embrace and value the many unique employee experiences, perspectives, and cultural backgrounds that enrich our workplace. The City of Northglenn is dedicated to fostering an environment and community where employees are respected, valued, and empowered.

### EMPLOYEE VISION

Where excellent public service thrives through employee equity, trust, innovation and work-life balance.

### EMPLOYEE MISSION

We enrich our community with high-quality city services and a small-town touch. For us, people are the priority – we are responsive, inclusive, and respectful.

### EMPLOYEE VALUES

Customer Service Excellence  
Inclusivity | Integrity | Accountability  
Respect | Joy



## POSITION DIVISIONS

### TRAFFIC

This role is responsible for the development and coordination of traffic engineering related issues within the City. Additionally, the individual shall coordinate traffic maintenance-related issues with internal and external resources to ensure continuous operation of the City's traffic management system.

### UTILITIES

This role is responsible for the development and coordination of utility (water and wastewater) engineering-related issues within the City. Additionally, the individual shall coordinate utility maintenance related issues with internal and external resources to ensure continuous operation of the City's treatment plants and distribution collection systems.

### CAPITAL PROJECTS

This role is responsible for a majority of the capital improvement projects, special projects, annual contracting, and right of way permitting within the city. This requires working hand and hand with outside companies and municipalities to make sure these projects are on-time, on-budget, and respective of the city's boundaries and legal obligations.

### DEPARTMENT EARNS AMERICAN PUBLIC WORKS ASSOCIATION ACCREDITATION

The city's Public Works Department is the ninth in the state and 182nd in the nation to receive accreditation from the American Public Works Association (APWA).

This voluntary process has taken over two years and required intense evaluation of 561 specific areas – everything from the department's procedures to communication to culture.

This has led to improved operating procedures, more efficiency and increased preparedness in case of an emergency.

► For more information on the APWA, go to [www.apwa.net](http://www.apwa.net).

Northglenn Justice Center



### KEY AREAS OF RESPONSIBILITY

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.*

- Manages assigned projects from design through completion.
- Reviews plans and specifications and conducts construction inspections for compliance with pertinent codes.
- Reviews pay applications and
- required back-up support documentation for work performed.
- Coordinates with other agencies and organizations when needed for permitting, approvals, grant funding, reporting and reviews.
- Prepares and reviews operating and capital improvement budgets for assigned sections.
- Represents the Public Works
- Department with other City departments, and gives presentations in public meetings regarding projects.
- Prepares written reports and memorandums including City Council agenda memos and staff reports.
- Carries out administrative duties as assigned.
- Performs other job-related duties as required.



**Northglenn's  
Wastewater  
Treatment Plant**



## IDEAL CANDIDATE CHARACTERISTICS

- Considerable knowledge of the principles and practices of civil engineering as it relates to a wide variety of planning, design and construction projects.
- Ability to conduct studies and analysis on various programs to determine recommendations based on the information received.
- Thorough understanding of typical codes, ordinances, regulations, and standards related to a wide variety of planning, design and construction.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing to technical and non-technical audiences.
- Ability to resolve problems, mediate or facilitate cooperation among internal and external parties.
- Ability to establish and maintain effective working relationships with constituents, supervisors and employees.
- Working knowledge of AutoDesk Civil 3D or other drafting programs and ESRI-ArcMap software strongly preferred.
- Ability to work independently and to effectively handle multiple projects simultaneously.
- Ability to learn quickly and to adapt to change.
- Ability to utilize appropriate technologies and transfer their usage to relevant areas of work.
- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information received.



## CORE COMPETENCIES

- **Emotional/Social/Cultural Intelligence:** Build relationships, communicate clearly, teamwork and collaboration, communication/interpersonal skills, the ability to relate and work effectively in culturally diverse situations.
- **Adaptability and Change Management:** Embrace and navigate change, innovation, flexibility, agility, and ability to thrive in unpredictable environments.
- **Job Knowledge and High-Quality Work Product:** Goal achievement, time management, planning and organization, focus on safety when applicable, taking initiative, producing a high quality of work, successfully managing projects or programs, results focus.
- **Learning and Development:** Ongoing growth to develop the needed and future skills for success, developing knowledge and skills, ability to increase skills to align with the goals of the City, ability to both give and receive effective feedback as well as improve based on the feedback.



# ABOUT NORTHGLENN

*38,000 residents enjoy small neighborhoods with accessible schools, convenient shopping centers, parks, lakes, open spaces, and outdoor recreation facilities.*

The City government's support for community and economic development makes Northglenn a hub of safe neighborhoods and business activity.

The quality of planning, development, services and volunteers creates a distinctive sense of community that is uncommon in many modern cities. Many of the original residents who lived in Northglenn when it incorporated in 1969 are still here.

The community is connected by the well-planned Greenway Trail System. The over 35 miles of off-street walking and biking paths connect with larger trail systems that lead throughout the Denver metro area.

Northglenn is only 15 minutes north of downtown Denver and all of the events and attractions of a major metropolitan city. Go east on Interstate 70 and Denver International Airport is only 30 minutes away. Turn to the west and the majestic Rocky Mountains tower over the landscape and are a mere half hour away by car.

Bask in 300 days of sunshine as Northglenn enjoys full seasons of summer, spring, winter, and fall. Thanks to our dry climate, the hot and cold aren't as harsh as in more humid climates.

In 1961, Northglenn was named "the most perfectly planned community in America" by Life Magazine and the National Association of Home Builders. Today, its residents continue to maintain that identity and embrace "the city that pride built."

## FAST FACTS

- **Elevation:** 5460 feet
- **Climate:** Northglenn enjoys a mild, sunny, and semi-arid climate.
- **Median Household Income:**
  - **Northglenn:** \$71,104
  - **County:** \$73,817
  - **State:** \$75,231
- **Public Schools:** Adams 12 Five Star Schools
- **Average July High Temp:** 89.8
- **Average Jan. Low Temp:** 19.3
- **Households:** ~14,000
- **Average Household Size:** 2.9
- **Median Age:**
  - **Northglenn:** 32.8
  - **County:** 34
  - **State:** 36.9

