

**Human Resource  
Department**

**P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424**

# Englewood

## CAREER OPPORTUNITY

**DATE:** October 2, 2025

**TO:** All City of Englewood Employees & External Applicants (subsequently)

**FROM:** Human Resources 

**SUBJECT:** Available Position – **Assistant City Engineer (Unclassified)**

Assists the Municipal Engineer Manager in ensuring that all construction complies with all Federal, State, County, and local requirements. Must have an in-depth knowledge of engineering principles, methods, and practices that are applicable to public works projects, including: surveying, inspection, construction practices, and GIS.

**Compensation:** The salary is \$90,000 annually

**Benefits:**  
Medical & Prescription Coverage (Shared-Cost)  
NJ State Pension (PERS/DCRP eligible)  
Paid Time- Off (Vacation, Sick, Personal & Holiday Leave)  
Voluntary Benefits (Vision, Dental, FSA & Short Term Disability)

**How to Apply:**  
Please submit your resume to  
City of Englewood  
Department of Human Resources  
2-10 N. Van Brunt Street  
Englewood, NJ 07631

Email: [hr@cityofenglewood.org](mailto:hr@cityofenglewood.org)  
Subject: Assistant City Engineer

A complete job description is hereto attached.

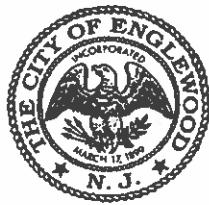
**POST:** October 2, 2025

**REMOVE:** Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.

**AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER**

cc: R. Hoffmann, City Manager  
F. Volcy, City Engineer



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## ASSISTANT CITY ENGINEER

### **JOB SUMMARY:**

Under the general direction of the City Engineer serves as a City Engineering Technician will assist inspections of public works construction projects for compliance with codes and specifications. City Engineer Technician must be willing to negotiate construction sites, work outdoors during all seasons; walk on graded and ungraded slopes; and step and jump over physical barriers to complete assignments. Performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review construction plans, specifications, permits, and other plans affecting assigned projects.
- Participate in meetings to discuss construction details and resolve issues with contractors and other agencies.
- Conduct on-site inspections of construction materials, grade elevations, underground facilities, minor concrete structures, street light installations, traffic signal installations, traffic control devices, and erosion and sediment control installations to determine compliance with contract plans and specifications, and with city and other governmental regulations.
- Create field measurements.
- Assist in coordinating materials testing.
- Identify problems and monitor the correction of project deficiencies.
- Identify and recommend approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintain daily diary and field records of material and quantities used.
- Calculate and recommend formal approval of appropriate progress payments to contractors for work completed.
- Investigate citizen complaints related to a variety of engineering issues.

### **QUALIFICATIONS:**

#### Education, Experience and Licenses

- Must be a U.S. Citizen or be able to provide documents that establish both identity and employment authorization.
- Bachelor's Degree in an accredited engineering curriculum in Civil Engineering or Civil Technology or an equivalent number of credits.
- Some experience in engineering and/or construction or NICET certification a plus.
- Must hold a valid NJ driver's license with a clean driving record and possess a reliable vehicle.
- Must successfully complete a routine background check, medical exam and drug test

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic Knowledge of engineering fundamentals, including some or all of the following: construction materials and equipment, solid mechanics, fluid dynamics, structures, surveying and construction practices
- Knowledge of standard construction practices including specifications, methods, materials and equipment
- Knowledge of mathematics through plain geometry and trigonometry
- Knowledge of methods and techniques of materials testing; soil types and characteristics; and standard specifications.
- Ability to drive an automobile on paved and unpaved surfaces
- Ability to prepare field sketches.
- Ability to evaluate quality of construction and construction materials
- Ability to perform mathematical calculations through plain geometry and trigonometry
- Ability to read blueprints
- Ability to read public works construction and topography maps and grading plans
- Ability to communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts
- Ability to identify problems, evaluate alternatives and arrive at logical decisions
- Ability to read and interpret complex regulations and technical documents, including plans and specifications
- Ability to use computer programs such as Microsoft Office (word, excel, etc.)
- Must be able to negotiate construction sites, work outdoors during all seasons; walk on graded and ungraded slopes; and step and jump over physical barriers to complete assignments.
- Must be able to work on an independent basis subject to occasional review in progress through questions/problems and consultation with the supervisor.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to:

- Stand or sit; remain in a stationary position for extended periods of time
- Walk on uneven surfaces while performing the essential functions of the job
- Climb stairs, ladders and other objects to perform the essential functions of the job
- Stoop, kneel, crouch or crawl while performing the essential functions of the job
- Speak, and Hear well to communicate with co-workers, residents and others
- See clearly to perform the essential functions of the job

**WORK ENVIRONMENT:**

The characteristics of the work environment described here are representative of those that the employee may encounter while performing the essential functions of this job. Some examples of the typical working environment may include, but are not limited to:

- In and around construction sites, fumes, etc.
- Operation of vehicles and equipment
- Outside and inside environments with all noise levels, all temperatures and climatic conditions, including adverse weather conditions for extended periods of time