



CITY OF MARTINSBURG  
WEST VIRGINIA

232 NORTH QUEEN STREET  
P.O. BOX 828  
MARTINSBURG, WEST VIRGINIA 25402  
(304) 264-2131  
Telecopier (304) 264-2136

**City of Martinsburg, West Virginia  
City Engineer/Planning Director**

**City Engineer/Planning Director**

The City of Martinsburg, West Virginia, located in the heart of the Eastern Panhandle, is seeking a City Engineer/Planning Director.

Graduation from a four year college or university with a degree in Civil Engineering or Urban Planning required.

Knowledge of civil engineering principles and municipal zoning, planning and project management is applicable. Professional civil engineering and/or municipal urban planning experience preferred.

The City Engineer/Planning Director works under the direction of the City Manager and oversees a staff of eight (8) employees within the Engineering/Planning Department.

Salary range \$58,696-\$99,783 negotiable, dependent on qualifications, with comprehensive benefit package.

Complete position summary and job description available at [www.cityofmartinsburg.org](http://www.cityofmartinsburg.org). **Applicants with engineering and/or planning experience are encouraged to apply.**

**Applications due June 2, 2017. Position will remain open until filled.**

Submit resumes to:

City of Martinsburg  
Attn: HR Director  
PO Box 828  
Martinsburg, WV 25402

[bspaulding@cityofmartinsburg.org](mailto:bspaulding@cityofmartinsburg.org)

EEO/AA. Women and minorities encouraged to apply.

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<b>JOB: CITY ENGINEER/PLANNING DIRECTOR</b>	<b>DATE: 5/2/2017</b>
<b>PAY GRADE: 28</b>	
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**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: CITY ENGINEER/PLANNING DIRECTOR**

- **PAY STATUS: EXEMPT**

**2. REQUIREMENTS:**

<b>Education:</b>	<b>Graduation from a four year college or university with a degree in civil engineering with knowledge in land-use planning, urban planning, landscape architecture or a closely related field.</b>	
<b>Licensing, Registration or Certification:</b>	<b>Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid WV drivers license. Registration as a Professional Engineer (PE) or Engineer in Training (EIT)</b>	
<b>Experience</b>	<b>Education above plus a minimum two years previous professional civil engineering experience or municipal planning; or any equivalent combination of education and experience.</b>	
<b>Skills, Knowledge and Abilities:</b>	<p><b>Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.</b></p> <p><b>Considerable knowledge of applicable City policies, laws, and regulations affecting City activities.</b></p> <p><b>Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.</b></p> <p><b>Extensive knowledge of planning programs and processes.</b></p> <p><b>Working knowledge of personal computers and GIS applications; skill in the area of drafting and designing with the use of standard drafting tools and surveying equipment.</b></p> <p><b>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</b></p> <p><b>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public. Employee must be able to deal with the public in a calm, reasonable and rational manner. Professionalism may determine the outcome of many projects.</b></p>	
<b>Physical:</b>	<b>Body Positions:</b>	<b>Standing, walking, sitting,</b>

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		<b>Body Movements:</b>	<p>Must be physically capable of moving about on construction work sites and under adverse field conditions.</p> <p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate testing instruments, computers and various pieces of office equipment.</p> <p>Reach with hands and arms.</p> <p>Must be able to occasionally lift and/or move up to 25 pounds.</p> <p>Stand, walk, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>
		<b>Body Senses</b>	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>
<b>Mental:</b>		<b>Language</b>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
		<b>Supervision Exercised</b>	<p>City Engineer/Planning Director supervises all planning and building code enforcement employees and all other employees assigned to the Planning Department. Also may exercise general supervision over temporary or other staff as needed and/or assigned.</p>
		<b>Reasonable Accommodations</b>	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

**3. TASKS and DUTIES OF JOB: General Definition: Performs complex and professional engineering work for environmental, water, sewer, street and other community development projects and programs ensuring technical competence and compliance with all current codes and criteria.**

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**Performs a variety of supervisory, administrative, technical and professional work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. A major portion of the work is performed mostly in an office environment. Some outdoor work is required in the inspection of various land use development, construction sites, or public works facilities. Field inspections are subject to all weather conditions which may cause dangerous inspection circumstances. The noise level is usually quiet in the office work and moderate to loud in the field work.**

<b>1</b>	Maintains the required confidentiality of all work.
<b>2</b>	Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of application for permits and compliance with approved plans.
<b>3</b>	Determines applicable codes, regulations, requirements for assigned projects, and performs official duty as code official.
<b>4</b>	Coordinates the preparation of, or develops engineering plans and specifications. Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria.
<b>5</b>	Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
<b>6</b>	Assists in project management for the constructions of the municipal public works projects.
<b>7</b>	Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations. Oversees assigned projects to ensure contractor compliance with time and budget parameters.
<b>8</b>	Assists in the preparation of sanitary sewer, water, storm drainage, storm water retention and street system maps, data bases, and comprehensive plans.
<b>9</b>	Provides professional planning and land use advice to City Council, City Manager, Planning Commission, Board of Zoning Appeals, Code Appeals Board and other official; makes private and public presentations to supervisors, boards, commission, civic groups and the general public.
<b>10</b>	Maintains the engineering library and infrastructure records and communicates official plans, policies and procedures to staff and the general public.
<b>11</b>	Assures as-built records of projects and documents necessary changes for the operation and maintenance programs. Assures that assigned areas of responsibility are preformed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials,

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	facilities and time.
<b>12</b>	Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Reviews utility permits, street use permits, franchise utility permits, etc.
<b>13</b>	Issues written and oral instructions; assigns duties and examines work for exactness. Inspects and approves construction and installation of streets, curbs, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
<b>14</b>	Certifies payroll, issues sick, vacation, personal and compensatory leave approval for assigned employees and prepares and submits an annual operating budget to the City Manager.
<b>15</b>	Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities, services, city planning and zoning regulations and ordinances; resolves complex disputes between planners, engineers and applicants as required.
<b>16</b>	Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.
<b>17</b>	Assists in intersection signal and channelization design as well as checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
<b>18</b>	Inspects to assure compliance with local, state and federal standards for any right- of-way, street use, permits issued to other governmental agencies, utilities or contractors.
<b>19</b>	Coordinates activities and schedules with utility companies, contractors, property owners and other City departments.
<b>20</b>	Supervises the development and implementation of growth management, land use, utility, housing, transportation, park and open space, facilities, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
<b>21</b>	Supervises the evaluations of land use proposals for conformity to establish plans and ordinances; evaluates proposals development impact as they relate to the adopted plans of the City and make recommendations.
<b>22</b>	Evaluates land use proposals to insure compliance with applicable City, State or Federal laws, sign permits. Review subdivision plats, boundary line adjustments, and minor land development proposals.

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<b>23</b>	Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
<b>24</b>	Provides staff support to the Planning Commission, Board of Zoning Appeals, Code Appeals Board and Historic Preservation Review Commission as needed.
<b>25</b>	Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
<b>26</b>	Assists in the designs for parks, streetscapes, historic preservation and other municipal projects.
<b>27</b>	Any and all other duties assigned by the City Manager.

**4. MEASURES OF PERFORMANCE:**

<b>1</b>	Has a thorough understanding of job duties.
<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
<b>4</b>	Accepts and adapts to change, Learns new things quickly.
<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision.
<b>6</b>	Has ability to multi task in changing situations, without undo stress or frustration.
<b>7</b>	Practices quality employee/customer service/phone manner.
<b>8</b>	Accurate in duties as assigned.
<b>9</b>	Prepares required reports accurately and timely.
<b>10</b>	Strives to develop and maintain skills necessary to progress in the City Engineer/ Planning Director position. Seeks opportunities to grow and develop in position.

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**I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

**Employee**

**Date**

**Supervisor**

**Date**