



Position Title:	Assistant Director of Engineering		
Department:	Engineering		
FLSA Status:	Exempt - Salaried		
Salary:	Grade: M	Starting:	\$90,398
Supervision:	Director of Engineering	Last Reviewed:	10/24/2025

Job Summary

Performs professional civil engineering work in support of the City's infrastructure and development projects. Assists the Director of Engineering in planning, design, and oversight of municipal engineering programs. Ensures projects meet technical standards, codes, and regulatory requirements. May serve as project manager on assigned capital projects. **THIS IS A SAFETY-SENSITIVE POSITION**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review private development plans for compliance with City codes, regulations, and engineering standards.
- Prepare or coordinate engineering plans, specifications, cost estimates, and bid documents.
- Assist in project management for public works projects, including streets, drainage, water, and sewer improvements, ensuring adherence to budgets and schedules.
- Prepare and maintain maps, records, and databases for the City's infrastructure systems.
- Respond to public and interdepartmental inquiries regarding engineering standards, permits, and project status.
- Coordinate and review utility, street use, and franchise permits.
- Evaluate transportation and traffic impacts of proposed developments; prepare related studies and reports.
- Support the implementation of pavement management and stormwater programs.
- Attend Planning Commission, Board of Zoning Appeals, and other public meetings as assigned to provide engineering input.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in civil engineering or a closely related field.
- **Experience:** Minimum of five (5) years of professional civil engineering experience.
- **Licensure:** Registration as a Professional Engineer (P.E.) in Tennessee, or the ability to obtain P.E. licensure within two (2) years of hire.
- Must have a valid Tennessee driver's license or the ability to obtain one in a reasonable period.
- Experience in municipal or public-sector engineering preferred.
- Knowledge of local, state, and federal regulations related to public works and infrastructure preferred.

SKILLS, KNOWLEDGE, AND ABILITIES

- Strong knowledge of civil engineering principles, methods, and best practices applicable to municipal projects.
- Ability to prepare cost estimates, technical reports, and project documentation.
- Effective communication skills, both oral and written, for interacting with consultants, contractors, officials, and the public.
- Ability to conduct engineering research and analyze complex technical data.
- Proficiency in relevant engineering software and GIS tools.
- Must be physically capable of moving about on construction work sites under adverse field conditions.

PHYSICAL DEMANDS

Work is performed mainly in office settings. Some outdoor work is required. Hand-eye coordination is essential for operating testing instruments, computers, and various office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, or balance; stoop, kneel, crouch, or crawl; talk and hear; and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Office and Field Integration: The Assistant Director of Engineering operates from an office within the Public Works and Community Development Building, but also spends considerable time in the field, overseeing engineering projects, conducting site inspections, and meeting with contractors and project teams. This role necessitates a blend of high-level strategic planning and hands-on project management.

Coordination with Other Team Members: In addition to working closely with the City Engineer, the Assistant Director of Engineering works closely with the Utilities Engineer in supporting efforts to maintain and upgrade the city's water and sewer systems. It is required to work with the GIS team and the inspectors. Outside of the Engineering Department, regular coordination is required with the Stormwater Group, Water Group, and Sewer Group in the Public Works Department.

Collaborative Stakeholder Engagement: The role requires extensive collaboration with other municipal departments, elected officials, public utility companies, regulatory agencies, and the community. Effective communication and negotiation skills are essential for aligning engineering projects with community needs, regulatory requirements, and budgetary constraints.

Complex Project Management: The Assistant Director of Engineering oversees complex engineering projects from conception through completion. This involves coordinating with multiple stakeholders, managing budgets and timelines, ensuring compliance with engineering standards and practices, and resolving technical challenges.

Regulatory Compliance and Technical Expertise: A thorough understanding of local, state, and federal regulations that affect municipal engineering projects is crucial. The Assistant Director

confirms that all projects comply with applicable codes, standards, and environmental regulations, requiring up-to-date technical expertise and continuous professional development.

Decision-Making Under Pressure: Co-managing the city's engineering projects often involves making difficult decisions under tight deadlines and budgetary pressures. The ability to assess risks, consider multiple factors, and make informed decisions is crucial for the success of the projects and the safety of the community.

Flexible Schedule: This position is not remote and generally adheres to a standard five-day workweek; however, it requires flexibility to address project needs, attend evening meetings with city council or community groups, and respond to emergencies or urgent issues related to municipal infrastructure.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.