

City of Newnan, Georgia



**Currently Recruiting
for City Staff Engineer**

About the Community

Located 35 miles south of Atlanta, the City of Newnan is a growing, progressive community of more than 40,000 residents who hold a deep love for the city's rich history and the surrounding Coweta county area.



Since its beginnings in 1828, Newnan has experienced steady and prosperous growth. Today, the city stands as a planned center of growth that blends beautiful residential areas with a solid business community. The community is the ideal environment for living and working, offering state-of-the-art city and public safety services as well as a public school system that is ranked “excellent” by the Georgia Department of Education. Additionally, community parks offer biking, swimming, team sports, walking paths, and golfing opportunities for everyone.

About the Government & Department

Since 1960, the City of Newnan has operated under the Council-Manager form of government. The City Council sets policy and relies on the City Manager to implement policy direction. The City Council consists of a Mayor and six Council members who serve four-year staggered terms. The City Council represents the interests of citizens on Newnan by adopting public policies; determining the City's mission, scope of service, and tax levels; passing ordinances; approving new projects and programs; and ratifying the budget.



Appointed by and reporting to the City Council, the City Manager serves as the Chief Administrative Officer and is charged with the implementation of City Council adopted policies and directives and the day-to-day operations of the City. The City Manager is responsible for hiring directors to oversee each department.

The City employs approximately 250 people and is organized into five (5) functions: General Government, Public Safety, Public Works, Community Development and Other Services.

Over 130 citizen volunteers serve on the various Boards, Commissions, and Authorities for the City of Newnan including the Board of Zoning Appeals, Planning Commission, Downtown

Development Authority, Ethics Commission, Housing Authority, Keep Newnan Beautiful Commission, Newnan Cultural Arts Commission, Newnan Convention Center Authority, Newnan Development Authority, Parks Commission, Retirement Board, Tree Commission, and Water and Light Commission.



About the Position

The Public Works Director is responsible for providing leadership, management and support staff in a fast paced and multidisciplinary Department. The City/Staff Engineer reports to the Public Works Director. This position performs professional work in the design, review, construction, inspection, and maintenance of civil engineering projects and facilities within the City, and related Work as apparent or assigned.



The duties listed are intended as illustrative of the various types of work that may be performed.

Participates in the review and approval of engineering development plans.

Conducts pre-construction meetings; inspects construction sites to monitor progress and ensure conformance to engineering plans, specifications, and compliance with City regulations. Provides engineering & technical support for City capital and maintenance projects.

Reviews and approves reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data for permit compliance and to plan and design projects.

Responds to citizen complaints and concerns; conducts complaint investigations; meets with citizens, as requested, on issues relating to engineering matters.



Corresponds and coordinates with other departments within the City and various agencies for Coweta County and the State of Georgia; maintains records and logs of daily activities; prepares a variety of administrative reports on engineering activities, as requested.

Provides utility coordination for the City; attends meetings within the local Utility Coordinating Council (UCC); coordinates work with utility companies; maintains notification system for adding or removing facilities from City Rights-of-Ways.

About the Ideal Candidate

The City of Newnan seeks a dedicated City/Staff Engineer who is ready to embrace the challenges and opportunities of the position in a diverse and growing community. The new City/Staff Engineer must possess superior management skills in project management. The successful candidate will be expected to demonstrate a strong commitment to serving the citizens of Newnan and the ability to develop long-range plans, oversee the management of construction and engineering projects, and manage engineering expenditures. Additionally, the candidate should be an engineering professional who is a dedicated team player and can quickly gain the confidence of the department.

The ideal candidate will demonstrate the ability to embrace change and help guide the community through new challenges. The new Engineer must demonstrate exceptional interpersonal skills and have the ability to assist the Public Works Director in articulating a vision and developing consensus around public works issues and engineering projects.

Candidate Qualifications:

- Bachelor's degree in civil engineering, public administration, project management or a closely related field, with a Master's degree preferred. A minimum of three (3) years of progressively responsible experience in a related engineering field; or equivalent training, education, and/or experience required.
- Engineer in Training (EIT) is required. Professional Engineer (PE) is desired.
- Must possess or be able to obtain a valid Georgia Driver's License within 30 days of hire.
- Possession of or ability to obtain Georgia Soil and Water Conservation Commission Level 1b and 2 certification
- Possession of or ability to obtain certification as a Certified Floodplain Manager

The City of Newnan is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by law. In compliance with the Americans with Disabilities Act, the City of Newnan will provide reasonable accommodations to qualified individuals with eligible disabilities (unless the disability precludes performance of the essential functions of the position).

Challenges & Opportunities

- ◆ As Staff Engineer, the successful candidate will report to the Public Works Director who also holds the title of City Engineer. However, the Staff Engineer will be expected to perform the duties of the position as a self-starter and be given a broad range of autonomy and discretion while performing his/her duties.
- ◆ The new Engineer will be encouraged to evaluate the current Plan Review process that has served Newnan well for many years to determine if changes should be made to better utilize technology, reduce the time for plan approvals, and ensure options for plan enhancements are presented to developers/designers as early as possible in the process.
- ◆ Newnan is in the process of redeveloping some of its urban park facilities. The new Engineer will play an important role in ensuring quality projects are developed and built. Among those projects are: redevelopment of Pickett Field and C. Jay Smith Park to provide amenities such a splash pad, skateboard facility, and adventure playground. A pickleball facility designed to attract regional play is also being developed.
- ◆ Traffic control and calming efforts are a major focus of the city in response to continuing population growth which is expected to show a 25% growth since the 2010 census. The new Engineer will be expected to research and recommend options to address transportation and traffic issues based upon best practices that have demonstrated success in other communities.
- ◆ Newnan can be described as community that is significantly built-out now with a focus on quality redevelopment of some residential properties and underutilized commercial greyfields. The new Engineer will be to engage with developers involved with these efforts to ensure Newnan has quality land use changes that respect community values, protect the environment, and are respectful of development rights of property owners.
- ◆ The new Engineer will have the opportunity to work, oversee, and consult with highly skilled design engineering firms who will be providing professional services to major projects such as the widening of Lower Fayetteville Road.
- ◆ Improved connectivity and alternate modes of transportation modes are beginning to be a focus of many Newnan citizens. The City has responded with the opening of the first two miles of the “LINC,” a planned 25-mile multi-use path system designed to provide residents and visitors with access to bicycle and pedestrian trails. The new Engineer will be involved in oversight of the next mile which is under contract and the next seven-mile section which is in the design and ROW acquisition phase.

Compensation & Benefits



Starting salary for this position DOQ (depending on qualifications) of the selected candidate is expected to be in the range of **\$75,000 - \$90,000** with a comprehensive benefits package including:

- Health, dental and life insurance with low employee premiums
- Excellent Pension Plan and 457 Plan
- Short-term and Long-term disability
- Life insurance
- Paid time off
- Relocation expenses negotiable

How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than **January 18, 2021 to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at lisaward912@gmail.com**. Any questions please call 706-983-9326. Interviews are expected to be conducted the middle of February 2021.



The Mercer Group, Inc.

Consultants to Management

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