

The City of Cottleville Missouri is accepting applications for an Assistant City Engineer. This position will work under the supervision of the City Engineer and will be responsible for permitting, inspections of streets and storm sewer installation, MoDNR MS4 compliance and other engineering related duties.

**Job Type:** Full-time exempt

**Salary Range:** \$55,000 to \$65,000, depending on qualifications.

**Duties/ Responsibilities**

- Maintain compliance with MS4 regulations.
- Perform site inspections for siltation control management.
- Perform site inspections of streets and storm sewers and confirm compliance with specifications.
- Review, approve and permit residential and commercial construction plans.
- Review and approve special use and cell tower permits.
- Maintain residential and commercial escrow accounts.
- Assist with yearly budget projections.
- Manage and inspect City projects including new roadways, parking lots, trails, sidewalks, etc.
- Meet with developers and owners to go over new projects being proposed.
- Manage Gateway Green Light system with the St Charles County.
- Coordinate with the St Charles County for street and sidewalk repairs.
- Perform office related functions, including preparing permits, responding to inquiries from contractors, developers, property owners, staff, and the general public.

**Minimum Qualifications**

**Education and Experience:**

- Valid Missouri driver's license
- Bachelor's Degree in Civil Engineering or currently enrolled in a four year university with emphasis in Civil Engineering.
- 5 to 7 years of experience in related field preferred.

**Preferred Certifications:**

- Certified Erosion, Sediment, and Stormwater Inspector (CESSWI)
- Professional Engineering License

**Benefits:**

- Lagers Retirement Plan
- Dental, Vision, Health and Life Insurance
- Paid Time Off
- Holiday Pay

Candidates should submit resume to [rich.francis@cityofcottleville.com](mailto:rich.francis@cityofcottleville.com) or mail to: Rich Francis, City Administrator, City of Cottleville, 5490 Fifth Street, Cottleville, MO 63304