



Job Description:	City Engineer	Position:	Full-time
Division:	None	Schedule:	Monday - Friday and On-Call 24/7
Department:	Public Works	Pay Range:	\$82,513 - \$120,245
FLSA:	Exempt	Last Revised:	December,2020

General Purpose:

Under the direction of the City Manager, the city engineer is responsible for planning and organizing the activities of the engineering division and serving as the engineer of record for the city.

Essential Functions:

- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Oversee engineering functions; review and approve technical plans, drawings, papers, reports, and specifications;

interpret technical materials; direct construction, maintenance and project management efforts. Directly responsible for approving and recording all plats.

- Manage, direct, and implement long-range planning activities including comprehensive utility plans, Stormwater Management Plan, Transportation Improvement Program (TIP), Utility Capital Improvement Plans (CIPs) and related programs.
- Oversee the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Conduct performance reviews, hire new employees, and handle terminations.
- Develop the protocol for hiring outside contractors and consultants.
- Create bid specifications and recommend specific contractors and consultants for particular projects.
- Ensure that all works are completed successfully by contractors, consultants, and other staff members.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of professional engineering.
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Develop projects for Master Plans; advertises and selects consultants and contractors to provide required services to accomplish City Improvement Projects (CIP), Redevelopment Agency Projects (RDA), repairs and maintenance to existing infrastructure.
- Other duties as assigned.

Minimum Education, Experience, and Certifications:

Education:

- Bachelors of Science Degree with an emphasis in Civil Engineering.
- Five (5) years of interning under a licensed engineer.

Certifications:

- Fundamentals of Engineering (FE) License.
- Apply and Pass the licensed Professional Engineer (PE) Training Test.
- Utah Driver License.

Necessary Knowledge and Skills:

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in principles of budget preparation and expenditure control.

- Knowledge of applicable local, state, and federal laws and regulations pertaining to public works.
- Knowledge of effective management practices.
- Ability to analyze, evaluate, and implement municipal public works programs/projects.
- Strong communication skills.
- Knowledge of safe work practices.
- Ability to plan, organize, and direct the efforts of the department staff.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to repair and create clear and comprehensive written reports.
- Maintain strong relationships with the city officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.

Supervision Exercised and Received:

- This position is overseen by the City Manager.
- This position oversees the training and development of department staff; recruits, trains, supervises, and evaluates the performance of personnel directly or through subordinate supervisors.

Work Environment and Physical Demands:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, sitting, reaching, which may involve light muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem-solving.

Disclaimer:

The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
(Employee)

Date: _____

