

**CITY OF SANDPOINT
CLASS SPECIFICATION**

CLASS TITLE:	CITY ENGINEER	CLASS CODE:	310
SALARY RANGE:	\$81,515 - \$112,611	GRADE:	16
DIVISION:	INFRASTRUCTURE & DEVELOPMENT SERVICES (IDS)	FLSA STATUS:	E
REPORTS TO:	IDS DIRECTOR	EEO-4 CODE:	02
SOC CODE:	17-2051.00 (CIVIL ENGINEERS)	DATE:	4/19

JOB SUMMARY:

The primary function of this position is to manage and perform top-level professional civil engineering work, providing management and solutions to complex problems that arise in the design, review, and construction of City infrastructure and related development projects. The City Engineer serves as the principal engineering specialist, responsible for integrating services within and among Utilities, Streets, and Development Services functional areas. The City Engineer directs, oversees, and participates in design and review of capital improvement development including, but not limited to, utility infrastructure and transportation projects. The City Engineer is responsible for directing major projects, supervising and performing complex engineering reviews, enforcing legal and contractual requirements, and establishing and reviewing the performance of staff. The work is performed under the general direction of the Infrastructure and Development Services Director, but considerable latitude is granted for independent judgment and initiative. This position provides services to the public and works collaboratively with the Mayor, City Council, and other divisions and offices.

SUPERVISION EXERCISED:

The incumbent exercises full scope supervision over subordinate professional and technical staff in the Engineering Services group.

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Performs, directs and supervises the City's professional civil engineering work and coordinates with consulting engineers as required.
- Provides mentoring and supervision to staff. Assigns and schedules work, establishes work priorities, and evaluates employee performance.
- Plans, directs, and participates in the development and implementation of goals, objectives, policies, priorities and design standards for the Division services.
- Participates in the development of City short and long-range scope of service and business plans, policies, and procedures.
- Researches, prepares, and presents staff reports and Council agenda items.
- Plans, organizes, directs, and coordinates Capital Improvement Program projects including engineering design, field assessment and survey, and construction management for the public infrastructure needs of the community.
- Assists other organization service groups, such as but not limited to Utilities and Parks & Recreation, by serving as the City's primary resource for design and construction contract management.
- Organizes, prioritizes, and evaluates the work of professional and technical staff in reviewing and evaluating complex development and land use applications and plans, and related infrastructure system plans and impacts.
- Consults with and coordinates technical reviews to ensure that impacts of land use actions or developments do not adversely affect traffic and City utility distribution and collection systems.
- Processes, reviews, and approves various private development proposals related to subdivisions (plats), streets, stormwater management plans, water and sanitary sewer improvements, and related infrastructure.
- Prepares correspondence and written communications.
- Identifies potential conflicts and resolves issues.
- Manages implementation and updates of the transportation master plans.
- Coordinates with the Utilities Division to support the operation, maintenance and repair activities of stormwater, water and wastewater systems and treatment plants.
- Promotes an open and transparent government by proactively seeking opportunities to communicate in various forums and encourages resident participation and input.
- Answers questions, works collaboratively, and builds relationships among multiple and diverse stakeholders and diplomatically engages with individual customers, community groups, the City Council, Mayor and other City employees, business leaders, and regional, state and federal authorities.
- Supports the preparation of the division's budget and develops strategies to ensure fiscal responsibility in carrying out effective programs and projects.

- Administers and/or supports design and construction projects and assists in determining which projects will be performed in-house and which will be outsourced to achieve the best outcome in a fiscally responsible manner. Negotiates scope of work, schedule, cost, etc. for associated contracts and oversees contract administration.
- Assists in the technical review of plans and specifications as required by Sandpoint Code and City policies and other federal, state, and local laws, rules, and standards.
- Provides engineering assistance to other City divisions.
- Works with other public agencies regarding public works projects.
- Carries out other duties and responsibilities as may be assigned by the Mayor, City Council, City Administrator, and IDS Director.
- Participates and presents at committee, Planning and Zoning Commission, and City Council meetings, as required.

MATERIAL AND EQUIPMENT USED:

- Personal Computer
- General Office Equipment

CORE COMPETENCIES:

Knowledge of:

- Residential, commercial, public works, and other engineering design and construction methods, materials, contract management, principles and practices;
- Methods, procedures, and standard practices of engineering applicable to public works programs, projects, and functions;
- Methods, procedures, equipment, standard practices, and objectives and standards of water production and delivery, stormwater and wastewater collection processes;
- Methods, procedures, equipment, standard practices, and objectives and standards of street construction, maintenance, and repair;
- Federal, state, local, city and other applicable environmental and safety statutes, ordinances, and codes;
- Public hearing, review, and approval processes;
- Public contract negotiation and administration;
- Supervisory techniques and principles, employee evaluation, and training methods;
- Municipal budgeting methods, procedures, and objectives;
- Federal, state and local laws, rules, administrative policy and practices related to department functions.

Ability to:

- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Negotiate contracts and contract changes with engineers, developers, and contractors;
- Make sound decisions in accordance with laws, ordinances, regulations and established policies;
- Communicate respectfully and effectively both orally and in writing with the public, peers, the City Council and other City employees;
- Demonstrate effective customer service, deal constructively with conflict and develop effective solutions;
- Follow written and oral instruction;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Prepare and maintain records, documents, financial accounts, and related reports;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to perform the essential functions and interact with the public and communicate effectively; Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare technical documents and reports, and review complex plans, diagrams, blueprints, and specifications discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use fingers and hands to operate a computer, use a keyboard or type, and to handle materials and present information to small and large groups; and to operate a vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long periods, reach with hands and/or arms to manipulate large documents such as blueprints and occasionally required to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch, and lift and/or move up to 25 pounds.

Working Conditions:

- Works in a public building environment where the noise level is generally moderate and in a field environment at construction sites that include exposure to adverse weather conditions, heavy construction equipment, and traffic.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in Civil Engineering; and
- Extensive administrative experience in public works, engineering, planning, utility services or related area;
- Preference may be given to applicants with experience in a municipality similar in size and structure to the City of Sandpoint.

Licenses and Certifications:

- State of Idaho Professional Engineer License, or if licensed in another state, ability to acquire a license through the Idaho Board of Licensure of Professional Engineers within 90 days of hire. NOTE: The Idaho Board may require out-of-state applicants to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code).
- Valid driver's license.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.