



## CITY ENGINEER

**\$81,515 - \$112,611**

*Plus Excellent Benefits*

**Moving allowance/reimbursement may be provided!**

*Apply by*

**June 19, 2022**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## THE COMMUNITY



Nestled in the northern panhandle of Idaho, the City of Sandpoint is known for its magnificent lakes, stunning mountains, vast forests, and vibrant community. Sandpoint is just 63 minutes south of the Canadian border, 46 miles from Coeur D'Alene, Idaho, and 72 miles from Spokane, Washington. This gem of an area is a wonderful place to live, work, and do business! Sandpoint offers breathtaking parks, eclectic downtown areas, upscale dining and retail, and a variety of entertainment venues. The City of Sandpoint has a population of 10,000 and is the county seat and largest city in Bonner County. The city is snuggled at the base of three mountain ranges which offers year-round outdoor recreation from hiking and biking to skiing and snowboarding. This charming city is located right on the banks of Lake Pend Oreille, the largest lake in Idaho at 43-miles long and is the fifth deepest lake in the United States. The city is the largest city along lake Pend Oreille, which attracts a large number of tourists and seasonal residents. It is also home to some of the most innovative companies in the State of Idaho and thriving industries such as aerospace, biomedical, software development, food production and manufacturing. The city is home to the Sandpoint Airport which is operated by Bonner County and has the second largest economic impact of all airports in the state, only trailing the Boise Airport. Sandpoint is home to Bonner General Hospital, a state-of-the-art library and offers high speed fiber broadband to businesses and residences. The diverse Historic Downtown District offers an abundance of locally owned businesses such as retail shopping and a variety of restaurants.

Just nine miles from Sandpoint, Schweitzer Mountain Resort is a renowned regional destination that offers 2,350 acres of skiable terrain. Both Schweitzer and Sandpoint attract tourists from across the nation for its unlimited recreational opportunities. During the winter months, Schweitzer offers both locals and visitors opportunities for skiing, snowboarding, and snowmobiling. During the fall, spring, and summer seasons, local activities include water sports, golf courses, bicycling, hunting, fishing, horseback riding, hiking, mountain biking, and wildlife viewing.



## THE CITY

Established as a city in 1907, the city of Sandpoint operates on a FY 2021-22 budget of \$40,597,539 including a general fund of \$19,559,196 with approximately 113 FTEs. The City operates under a mayor-council form of government, with six council members; one of whom serves as the Council President. The City also has six officials who are appointed by the Mayor and affirmed by Council, including a City Administrator.

The City is divided into six divisions: Central Services, Infrastructure and Development Services, Parks Recreation and Open Space, Utilities and Public Safety. The Central Services division includes the City Clerk, Contracts and Purchasing, Financial Services, Grants/Performance Management, Human Resources/Risk Management, Asset Management, Information Technology, GIS and Legal Services. The Infrastructure and Development Services Division oversees and supports all aspects of public and private development, including long-range and short-term planning, permit processing, code interpretations, fire prevention support services, land use regulations, multimodal transportation standards and maintenance, and capital project oversight/implementation. The Parks Recreation and Open Space Division plans, manages and operates all City parks, open spaces, trails, buildings and grounds as well as arts, culture and historic preservation planning and programming. The Public Safety Division includes Police and Fire Services.

## THE DIVISION

The Infrastructure and Development Services (IDS) Division oversees and supports the Engineering, Maintenance, Planning and Building, and Streets service groups. IDS functions with a total of 13.90 FTEs, on a FY 2022 budget of \$2,363,004, plus capital projects. The Engineering Services group has 2 FTEs. This service group assists property owners, developers, and the public in technical matters primarily related to civil engineering. This includes providing information on the regulations and guidelines that apply to property and projects; reviewing and processing development applications; reviewing plans for compliance with various codes and performing infrastructure inspections/acceptance. The Engineering Service group supports capital construction projects and may assist other service groups, such as but not limited to Utilities and Parks & Recreation, with project delivery. The two-year, city-wide capital project list totals nearly \$20 million and the City is considering restructuring options and adding additional staff to meet this demand.

## THE POSITION

Under the direction of the Infrastructure and Development Services (IDS) Director, the City Engineer is responsible for the direction and administration of engineering programs and related policy development for the City and works in close coordination with other City officials and the broader IDS team to accomplish the City Council's strategic plan and priorities. The City Engineer is a staff liaison to the City Council and Planning & Zoning Commission and educates members of the public and elected officials, compiles data, maintains records, and completes analyses and studies as the basis for policy recommendations.



This position processes, reviews, and approves various private development proposals related to subdivisions (plats), streets, stormwater management plans, water and sanitary sewer improvements, and related infrastructure. Additionally, 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. This position has considerable leeway for the exercise of independent judgement and initiative. The Engineer focuses on promoting a positive customer experience within the development services area and providing services to citizens and applicants in an effective and efficient manner.

For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. The City recently completed a number of infrastructure master plans resulting in a significant amount of forecasted capital improvement projects in transportation, utilities, facilities, and parks. Effectively implementing the integrated capital improvement plan in a manner that maximizes available funds and proactively positions the City for future funds is critical. This Capital Improvement Plan calls for \$100 million over the next 5 years to be invested into the city's future. The City Engineer will be central to maximizing the benefit of this public investment.
2. The City of Sandpoint uses an Integrated Team design that puts the City Engineer in the leadership team as a key collaborator. Being in the city's leadership team, this person will help shape the city's teams. Whether its road design, parks or police, the City Engineer will be engaged in the discussions that matter in crafting Sandpoint's future.



3. The 5-10% annual growth rate that Sandpoint is experiencing brings with it many challenges. Successfully applying engineering best practices to proactively support growth, ensuring reasonable and effective transportation solutions are implemented, and keeping current permits flowing are some of the ways success in Sandpoint will be accomplished.

4. At one time, Sandpoint was considered a seasonal recreation community. “There is no off-season now.” Sandpoint is thriving year-round, with residents that are actively engaged in their community, an abundance of opportunities for investment and lots of outdoor activities that draw visitors every day. The City Engineer is a highly visible person in Sandpoint, who is relied upon to support and implement the City Council’s and the community’s vision. This person will accomplish that with skill and nimbleness to keep competing ideas in balance and focus on a shared future.

### IDEAL CANDIDATE PROFILE

#### Education and Experience:

A bachelor’s or master’s degree from an accredited four-year college or university with major coursework in civil engineering or a related field is required. Candidates must have at least five (5) years of progressively responsible management and administrative experience in local government engineering, with at least three (3) of which were at a managerial level. Any satisfactory equivalent combination of education, experience and training may be considered. Candidates must possess a State of Idaho Professional Engineer License, or if licensed in another state, the ability to acquire a license through the Idaho Board of Licensure of Professional Engineers within 90 days of hire.

#### Necessary Knowledge, Skills, and Abilities:

- Strong contract management skills and attention to detail.
- Political acumen and sensitivity to be effective within a broad range of interests.
- Exceptional public contracting and engineering knowledge, complimented by written and oral communication skills which will be used to clearly communicate the City code, policies, and strategic vision to staff, contractors, property owners and citizens in a clear and concise manner.
- The ideal candidate will show a confident presence, be a good listener, be accessible and adaptable, and understand the importance of maintaining close and consistent communication with the City Administrator, the Director of Infrastructure and Development Services, city staff, and various consultants and contractors.
- A track record for delivering results and building accountability for staff and consultants while creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the city, as provided in the City’s strategic plan.
- Exceptional skill in mentoring people.
- Decisive. The ability to act when the situation warrants even though the data maybe incomplete.
- A working understanding of public sector financials and budgeting.



## COMPENSATION & BENEFITS

- **\$81,515 - \$112,611 DOQ**
- The City offers eligible employees three medical insurance plan options.
- Dental and Vision Insurance.
- Life insurance.
- Long Term Disability.
- Paid Time Off Program.
- 11 paid holidays.
- Life Flight Network membership.
- Public Retirement System of Idaho (PERSI) & 401K.
- Potential Moving Allowance/Reimbursement.

For more information on  
the City of Sandpoint, please visit:  
[www.sandpointidaho.gov](http://www.sandpointidaho.gov)



The City of Sandpoint is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 19, 2022** (first review, open until filled). Application materials will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**City of Sandpoint, ID – City Engineer**", and click "**Apply Online**", or click [here](#). Cover page top middle photo by Eric Skinner.



[www.prothman.com](http://www.prothman.com)

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