



JOB DESCRIPTION

JOB TITLE:	City Engineer	DATE: 9/13/2022
REPORTS TO:	Public Works Director	FLSA: Exempt
PAY GRADE:		

SUMMARY:

Responsible for managing City engineering services and providing professional engineering support, policy implementation, development of short- and long-range goals and objectives, development and implementation of all components of the division strategic plan.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff, professional engineers, architects, technicians, contractors, sub-contractors.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the division; prepares and administers the division's budget.
- Participates in long- and short-term departmental planning and policy formation.
- Plans, directs, and coordinates engineering, subdivision development, and public works design and construction.
- Assists in projecting a broad plan of public improvement and advises the Public Works Director, elected officials, and various City employees on engineering matters.
- Coordinates activities with city management, elected and appointed officials, consultants, contractors, and representatives of federal, state, and local government agencies.
- Administers contracts and manages the work of contractors engaged in capital improvement projects. This includes tracking project pay applications, schedule, change orders, and overages; coordinates consulting engineering contracts.
- Coordinates bid processes for public works, engineering, maintenance, and related City projects.
- Represents the City in collaborating with other governmental jurisdictions, private firms, and the general public on engineering matters.
- Assists in preparing the five-year capital improvement plan and the annual budget.
- Manages the engineering review of construction plans for all private development projects to ensure compliance with federal, state, and local ordinances and standard engineering practices.
- Assists in the preparation and updating of City development standards and regulations.
- Conducts presentations regarding construction projects or proposed projects.

ESSENTIAL FUNCTIONS: (continued)

- Reviews contractor's pay applications and approves payment.
- Conducts construction progress meetings for developments and public works projects.
- Interprets City specifications and requests for design exemptions
- Compiles data, prepares reports, and completes special projects as requested; prepares and maintains related documents, and updates materials as assigned.
- Promotes and supports the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Engineering or Architecture, or a related field; AND five (5) years of professional level civil engineering experience, two (2) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's license.
- Certification as a Professional Engineer in the State of South Dakota within one (1) year of date of employment.

Required Knowledge and Skills**Required Knowledge:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles, practices and techniques of civil engineering and architecture.
- Principles and practices of plan checking and construction inspection.
- Materials and techniques of building and facility construction and maintenance.
- Basic budgetary practices and terminology.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of project and contractor management.
- Techniques for working collaboratively with a variety of individuals.

Required Skills:

- Administering programs and staff.
- Training others in policies and procedures related to the work and providing for their professional development.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Performing and overseeing professional level engineering design, installation and retrofitting work.
- Interpreting maps, site and building plans and specifications.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Performing skilled inspection work of complex infrastructure, structures and equipment.
- Using initiative and independent judgment within general policy guidelines.
- Performing accurate engineering calculations.
- Interpreting, applying and explaining complex policies, codes and regulations.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Reading and interpreting plans, specifications and contracts.
- Preparing clear and concise reports, correspondence and other written materials.
- Communicating effectively in oral and written forms.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of performing work duties.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting. Work is subject to travel to a variety of City locations.