

## POSITION DESCRIPTION

Class Title: City Engineer

Date: March 21, 2005

### **GENERAL PURPOSE**

Performs complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sanitary sewer, storm sewer, streets, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria; serves as City's construction manager on any City project.

### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the City Administrator.

### **SUPERVISION EXERCISED:**

No direct supervision over public works employees. Works as a resource facilitator to assist public works employees on public works projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Act as the principal liaison between contractors and the City.

Interpret construction plans and specifications, attend all Council meetings and other board, commission and committee meetings as directed, review shop drawings, review contractor payment requests and monitor contractor construction schedules.

Be the principal liaison between the City and the IDNR to answer compliance issues.

Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Coordinates and/or undertakes the development or update of the City Transportation Improvement Program (T.I.P.), Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.

Determines applicable codes, regulations, and requirements for assigned projects.

Coordinates the preparation of, or develops, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Coordinates the preparation of, or develops, reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

Maintains the engineering library and infrastructure records, and updated infrastructure maps.

Maintains and updates city subdivision and public works standards. Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.

Responds IN A TIMELY MANNER to public or other inquiries relative to engineering policies and procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and makes recommendations.

Reviews utility permits, street use permits, franchise utility permits, etc.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.

Coordinate municipal sidewalk maintenance, replacement/construction, and enforcement program including notification to property owners, bids for construction, and inspection of construction.

Assures as-built records of projects, and documents necessary changes on specific projects and other information.

Provides intersection signal and channelization design. Develops and maintains a pavement management system.

Makes a report to Council at the first regularly scheduled Council meeting of the month, every month.

## **PERIPHERAL DUTIES AND WORK ASSIGNMENTS**

Knowledge of construction, plumbing, and mechanical codes and techniques

Monitors inter-governmental actions affecting public works.

Assists in the training of other city personnel in public works design and construction techniques.

Perform other tasks as assigned by City Administrator. The following tasks may be required by the City Administrator to interface but not direct the Public Works:

- Define and specify requirements for all capital purchases or services Over \$500.
- Review weekly the operation of water and wastewater treatment plants.
- Review weekly the operation of the pool.
- Coordinate guidance as requested for technical issues in Public Works.
- Coordinate work schedules of Public Works with outside contractors.
- Define the portion of work to be completed by outside contractors and Public Works including projected work duration and quality.
- Meet weekly with City Administrator and person designated by City Administrator to coordinate and review Public Works projects.

Any Council member or City staff who wishes City Engineer to perform a task must first complete a work form specifying task and time frame. Work request shall be reviewed by City Administrator and task and schedule shall be accepted by Engineer and City Administrator via signatures.

All documents pertaining to building permits or zoning issues issued by the Zoning Administrator shall contain a written explanation on the form if applicant's form request deviates from City Codes. Said document will be kept on file as part of the permanent record of permit and/or issue. All such permits and documents shall be reviewed and co-authorized in writing by the city engineer.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from a four-year college or university with a degree in civil engineering or a closely related field.

(B) Minimum of ten years previous professional civil engineering experience of a diverse range of engineering disciplines of all aspects of public works including but not limited to the design, construction and reconstruction of streets, curb and gutter, storm sewer systems and in the planning, design, construction and operation of water and wastewater facilities. Said individual must be a licensed professional engineer in the State of Iowa.

(C) Operating experience at both water and wastewater facilities.

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

(A) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Division activities; thorough knowledge of all applicable City Building Codes, Zoning Ordinance and Subdivision Ordinance.

(B) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment.

(C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public IN A TIMELY MANNER; Ability to conduct necessary engineering research and compile comprehensive reports.

## **SPECIAL REQUIREMENTS**

(A) Must possess a valid State driver's license or have the ability to obtain one prior to employment; (B) Registration as an Iowa licensed Engineer; (C) Must be physically capable of moving about on construction work sites and under adverse field conditions.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; G.I.S. systems; motor vehicle; phone; mobile phone, Blackberry or similar device.

## **PHYSICAL DEMANDS**

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Date approved by council: March 21, 2005