

TITLE: Assistant City Engineer
PG: GX
DEPARTMENT: Engineering
STATUS:
REPORTS TO: City Engineer
REVISION DATE: August 2016

PURPOSE OF POSITION:

The purpose of this position is perform professional work in the design, construction, inspection and maintenance of a variety of public facilities while assisting the City Engineer in complex administrative support to the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as the City Engineer in his/her absence.
2. Provides professional and technical guidance to Department Staff.
3. Plans, coordinates, and participates in submittals for subdivisions, site plans zoning changes, and related reviews for compliance with City ordinances, policies, and standard of design as they relate to engineering; Reviews engineering construction drawings and inspects construction drawings for compliance.
4. Verifies accuracy of design calculations submitted by engineers for development projects.
5. Manages Public construction projects related to the City's bridges, roadway and traffic control system, resurfacing, and drainage projects.
6. Prepares engineering construction drawings from field notes, sketches, record information, topographic maps, and design calculations pertaining to drainage, streets, utilities, or other City owned infrastructure, and inspect construction for compliance.
7. Manages, administers, and perform tasks associated with the City's Stormwater (MS4) Program. This includes public education and outreach, discharge and erosion prevention, inspections, mapping of the stormwater infrastructure, employee training, development of operational procedures, procurement of grants, construction plan review, compliance monitoring, and administration of violations.
8. Oversees and/or assigns street addresses.
9. Calculates subdivision performance sureties and reports estimates.
10. Evaluates and reports on proposed projects using accepted civil engineering design practices.
11. Investigates and evaluate citizen complaints concerning drainage, street, and/or traffic control device problems using accepted engineering design practices.
12. Prepares reports on recommended solutions and/or writes work orders for drainage issues, street repair, traffic control devices, and/or street signs.
13. Assists the Street Division by making recommendations and inspections of construction associated with drainage, traffic control, and other construction projects.
14. Reports on street infrastructure conditions annually and recommend rehabilitation methods.
15. Inspects bridges for safety and assess the need for repairs.
16. Manages, supervise, and/or perform programming, timing and communication corrections, and/or maintenance to traffic control devices.
17. Inspects right-of-way excavations, traffic signals, and any other traffic control device installations.
18. Issues stop work orders on projects in violation of City requirements.
19. Collects data in the field, using basic surveying techniques for civil engineering project designs.
20. Provides construction and boundary survey staking for public infrastructure projects. Provides topographic and boundary surveys to be utilized for design projects.
21. Provides and prepares boundary/right-of-way/easement information.
22. Prepares cost estimates and bid documents.
23. Prepares and maintain engineering files and records.

24. Attends Planning Commission and/or City Council meetings as assigned.
25. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering or closely related field, with eight (8) years recent professional work experience in Civil Engineering, and two (2) years of supervisory experience.

Valid Driver's License. Professional Engineer (PE) Licensing.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of civil engineering design methods and practices.
- Knowledge of the techniques and methods of drafting.
- Knowledge of the principles of mathematics relating to the civil engineering field.
- Skill in the use of engineering surveying instruments.
- Ability to design water, storm water management and other public works and public utility projects
- Ability to establish and maintain effective working relationships with others.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and softwares.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT

Work is often in an office setting. However, the employee is subject to outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.