

Assistant City Engineer/Surveyor

DEPT: Engineering	FLSA: Exempt
DIV:	EEOC: Professional
DATE: July 2016	



POSITION SUMMARY

Performs a variety of supervisory and **professional and technical** duties as needed to assist in coordinating and participating in the design, development and construction of city infrastructure and development improvements; serves as an engineering project leader or manager.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Engineer.

SUPERVISION EXERCISED

Provides close to general supervision to in-house and contract engineering staff on a project-by-project basis.

May provide close to general supervision to office staff and field technician(s).

ESSENTIAL FUNCTIONS

May conduct engineering review and approval of commercial and development project plans, subdivision plats and construction drawings; insures compliance with codes and standards; screens for traffic, parking, drainage, utility, roadway and right-of-way issues; coordinates and directs the preparation of site and development bonds and reimbursement agreements.

Coordinates and/or performs a variety of operations and activities undertaken by the engineering division related to project design, management, infrastructure analysis, public works systems, project priorities, engineering reviews, reports for proposed projects and developments, preliminary and final design of utility systems and road projects; is responsible for updating, maintaining and administering the city master plans for culinary water, pressure irrigation, sewer system, drainage system and roadways.

Negotiates on property owner right-of-way and utility easement issues; finalizes contract negotiations.

Serves as liaison with federal, state, county, and local jurisdictions; represents the city as staff to various commissions and task forces; prepares various reports, projections, and evaluations as required; provides input to city council and committees in a timely manner; as needed or requested, attends development review meetings, planning and zoning committee meetings, council meetings, and other meetings

Assists with various aspects of project management and scheduling; insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders and pay requests; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion; conducts and coordinates project inspections.

Reviews public works project plans to determine compliance with established public works policies, rules, regulations, ordinances, etc.; may perform periodic public works inspections to assure compliance with material specifications and work quality.

Receives, processes and responds in a timely manner to citizen complaints related to engineering of utilities, transportation, etc.; review issues, evaluates options for solutions consistent with existing standards, codes and ordinances; makes recommendations for changes in standards and ordinances as circumstances dictate.

Oversees the management of city-owned traffic and radar counters to effectively determine traffic volume; compiles data and prepares various reports.

Performs work in coordination with federal, state, and county agencies related to various public works projects, grant applications, etc., as may be required to meet applicable laws, codes, standards, and grant obligations.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in civil engineering;

AND

- B. Twelve (12) years of progressively responsible experience directly related to above duties in municipal engineering, four (4) years of which must have been as a licensed Professional Engineer (PE);

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Extensive knowledge of boundary law and county plotting. **Considerable knowledge** of engineering equipment; computerized engineering systems and instruments (CAD) and related peripheral equipment; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building codes; planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills. **Working knowledge of** political, legal and governmental processes affecting various engineering programs and project management, software applications and basic programming related to specific engineering software; of public land surveying methods, including, review and/or prep of row and easement documents.

Skill in organization, the art of diplomacy and cooperative problem solving.

Ability to negotiate effectively with contractors, land owners and the general public; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be a licensed Professional Engineer (PE). Must be a licensed Land Surveyor.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)