



Title: City Engineer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct, manage and oversee the public works and utility departments, oversee Capital Improvement and other construction projects and review and approval of development matters to include development agreements, commercial site plans and plat construction plans. Duties involve the development and management of operating and capital budgets, short and long term planning activities, supervision of subordinate personnel, development and presentation of reports to the City Council, Planning and Zoning Commission and other citizen advisory groups and may include managing and coordinating activities associated with the municipal airport.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|---|---|--|---|---|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | S | Establishes strategic goals and objectives by reviewing department activities; identifying departmental needs; analyzing metrics; monitoring legislation and trends; advising management and departments; recommending changes to the City code; and attending internal and external meetings | 40% |
| 2 | S | Directs staff activities by planning and prioritizing tasks; ensuring policy and procedure compliance; participating in the hiring process; recommending changes and adjustments; and monitoring and evaluating staff performance and development | 40% |
| 3 | S | Works with the public, internal and external agencies by responding to requests and inquiries; meeting with business representatives; coordinating projects with developers and consultants; coordinating construction projects; and representing the City in meetings and on committees | 20% |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in Civil Engineering or equivalent. |
| Experience | Over nine years experience in public works, utility operations, roadway and drainage design and plan review with progressive supervisory and management experience. |
| Supervision | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. |
| Human Collaboration Skills | Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| Freedom to Act | The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. |
| Technical Skills | Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |
| Fiscal Responsibility | Has responsibility for final approval of budgetary recommendations to City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Driver's License |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | Making presentations, communicating with co-workers, observing work site, observing work duties |
| Sitting | F | Desk work, meetings, driving |
| Walking | F | To other departments/offices/office equipment, around work site |
| Lifting | O | Files, supplies, equipment |
| Carrying | O | Files, supplies, equipment |
| Pushing/Pulling | O | File drawers, equipment, tables and chairs |
| Reaching | F | For supplies, for files |
| Handling | F | Paperwork |
| Fine Dexterity | F | computer keyboard, calculator, telephone pad |
| Kneeling | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | O | Retrieving items from lower shelves/ground |
| Twisting | O | From computer to telephone, getting inside vehicle |
| Climbing | R | Stairs, step stools |
| Balancing | R | On step stools |
| Vision | C | Driving, observing work site, reading, computer screen |
| Hearing | F | Communicating with co-workers and public and on telephone |
| Talking | F | Communicating with co-workers and public and on telephone |
| Foot Controls | O | Driving |
| Other (specified if applicable) | N | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, vehicle, calculator, computer, and associated hardware and software

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| Mechanical Hazards | R |
| Chemical Hazards | R |
| Electrical Hazards | R |
| Fire Hazards | R |
| Explosives | R |
| Communicable Diseases | R |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | R |
| Extreme Temperatures | S |
| Noise and Vibration | R |
| Wetness/Humidity | R |
| Physical Hazards | R |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| Time Pressure | F |
| Emergency Situation | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

| | | |
|---------------------------------------|---------------------------------------|---------------|
| | _____ Signature of Employee | _____ Date |
| _____ Job Title of Supervisor | _____ Signature of Supervisor | _____ Date |
| _____ Job Title of Department Head | _____ Signature of Department Head | _____ Date |

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.