

ASSISTANT CITY ENGINEER

JOB DESCRIPTION

Classification Responsibilities: The Assistant City Engineer assists with the overall planning, direction, and operation of the Engineering Department, including the planning, design, and construction of public works projects. This class performs highly responsible engineering work of an administrative and technical nature in assisting in directing the activities of the Engineering Department. The Assistant City Engineer works with other City departments, outside agencies, and citizens regarding engineering, construction, and related activities; and performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Assistant City Engineer is responsible for the direction of Engineering staff and handling ongoing administrative assignments. An incumbent in this class has the authority to act in the absence of and exercise the duties and responsibilities of the City Engineer as necessary. Work involves resolving problems of the highest technical nature and participating in the determination, development, and execution of City policies. Direct supervision is exercised over one or more Deputy Engineers . This class is distinguished from the Deputy Engineer class by the assistance provided to the City Engineer regarding the coordination of all Engineering activities and staff and by the considerably greater scope of managerial and administrative duties performed. Work is performed under the general direction of the City Engineer who reviews work through conferences, reports and evaluations of results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field. Extensive (5+ years) administrative and supervisory experience in the civil engineering or architectural field. Experience planning and directing difficult projects and supervising the work of professional engineering and/or architectural staff.

Special Requirements. Must be registered as a Professional Civil Engineer by hire date. Registration in the state of Arizona is required within six months of hire. Must possess a valid Arizona Class D Driver's License by hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Municipal civil engineering or architecture experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, local and other governmental officials, other City employees, management, and contractors to provide information and direction in the coordination of City project design and construction. Prepares various written documents including council reports, memos, studies, and correspondence with clearly organized thoughts and uses proper sentence structure, punctuation, and grammar in order to evaluate progress and respond to information requests. Provides verbal reports to City management and council.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures (SOP), federal regulations such as the Federal Highway Administration (FHWA), state regulations such as the Arizona Department of Transportation (ADOT), or other standards/guidelines including Maricopa Association of Governments (MAG). Operates a motor vehicle requiring a standard Arizona Driver's License to travel to project sites to inspect, monitor, and evaluate work to determine compliance with plans, specifications, and requirements. Operates a variety of standard office equipment including a personal computer (PC). Prepares updates on project schedules for management. Assists in the preparation of the five-year capital improvement plan and the annual budget. Meets scheduling and attendance requirements.

Mental: Assists in planning, organizing, and directing the activities of the Engineering Department. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related design or construction problems, scheduling conflicts, or contract disagreements by meeting with staff, impacted agencies, contractors, consultants, developers, architects, etc. Coordinates work activities and program functions with other City departments, other cities, and other agencies. Develops divisional policies and procedures and short- and long-term objectives. Conducts research and analyzes data regarding the design and construction of City projects. Prepares the construction budget and assists in the preparation of the Engineering Department budget. Comprehends and makes inferences from written material such as consultant reports and contract documents. Understands and interprets blueprints, schematic drawings, and layouts to ensure compliance with specifications and other requirements.

Knowledge and Abilities:

Knowledge of:

civil engineering and/or architectural principles and practices related to the planning, design, and construction of municipal public works projects;
administrative and supervisory principles applicable to civil engineering and public works programs;
the materials, methods, and techniques used in the construction of public works projects;
the laws and regulations that apply to subdivision development, public works design, and public works construction projects;
the principles and techniques of modern public administration; and
the principles and practices of employee supervision and training.

Ability to:

direct professional and technical employees in the Construction area of the Engineering Department;
assist in directing employees in the Design area of the Engineering Department;
plan, direct, and coordinate difficult and complex civil engineering and public works programs;
approve work schedules, payroll reports, purchase requests, and related documents;
act as City Engineer in his absence;
review and approve project assignments;
coordinate the bid process for all public works, engineering, and related City projects;
represent the City in dealing with other governmental jurisdictions, private firms, and the general public on engineering matters;
assist in the preparation of the five-year capital improvement plan and the annual budget;
coordinate consulting engineering contracts;
function on committees and boards involving various other agencies; and
prepare special reports and make recommendations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 43-200

PAY GRADE: 63

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