

CITY ENGINEER

JOB DESCRIPTION

Classification Responsibilities: The City Engineer performs highly responsible engineering work of an administrative and technical nature directing activities of the Engineering Division. The employee is responsible for planning, directing, and coordinating engineering, subdivision development, and public works design and construction. The City Engineer is the City's highest level engineering authority and is responsible for: policy implementation, development of short- and long-range goals and objectives, development and implementation of all components of the division strategic plan, the coordination of all engineering functions, overall project preparation, and the development and control of project schedules. In addition, the City Engineer assists in projecting a broad plan of public improvement and advises the Development Services Manager on engineering matters. The City Engineer is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effectiveness of division operations. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of the Deputy City Manager, and is reviewed through the evaluation of conferences, meetings, and reports. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. Must be registered in the state of Arizona as a Civil Engineer within six months of hire date and possess a valid Arizona Driver's License by hire 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 Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, and public officials to provide information and give direction in the coordination of City project design and construction. Prepares various written documents including council reports, memos, studies, and correspondence in order to evaluate progress and respond to information requests. Provides verbal reports to City management and the City Council.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, 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). Inspects, monitors, and evaluates work to determine compliance with plans, specifications, and requirements. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and inspect various job sites. Operates a variety of standard office equipment including a personal computer. Prepares updates on project schedules for management. Assists in the preparation of the five-year capital improvement plan and the annual budget.

Mental: Plans, organizes, and directs the activities of the Engineering Division. 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 problems such as design problems or 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 Engineering Division 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 principles and practices as applied to municipal public works;
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 public administration; and
the principles and practices of employee supervision and training.

Ability to:

direct professional and technical employees in the Engineering Division;
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 department director and project manager for the department;
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 preparing 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 does 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.

Revised to Update Minimum Qualifications 12/14

PK/pa/hn

CS6001.DOCX

PAY GRADE: E12

EEO-O/A

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ENG

SWORN-No

PAY PLAN E01-E14