JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

City Engineer

Department: Utilities
Pay Grade: 117
FLSA Status: Exempt

JOB SUMMARY

Highly responsible professional and administrative work, managing all activities of the Engineering Department including, Engineering, Fleet Maintenance, Streets, Stormwater, Water, Sewer, and Surveying. Work is performed under the administrative direction of the Utility and Engineering Services Director.

ESSENTIAL JOB FUNCTIONS

- Establishes work procedures, plans and organizes staff workloads and assignments, and expedites work flow. Trains, motivates, and evaluates the Engineering staff.
- Develops and manages the Division’s budget.
- Modifies Engineering Division operations as necessary to improve efficiency and effectiveness.
- Performs and manages a broad range of engineering activities for a variety of municipal systems including, but not limited to, streets, stormwater, sanitary sewer, and water.
- Performs technical research, field analysis, and inspection. Develops design procedures. Prepares plans, specifications, cost estimates, permit applications, and project budgets for various in-house construction repairs.
- Reviews plans and specifications for design accuracy and thoroughness. Maintains record documents and maps.
- Prepares professional services and construction related documents, such as Requests for Qualifications, Requests for Proposals, Invitations to Bid, permit applications, etc.
- Investigates and takes corrective actions on water, sewer, drainage, and traffic complaints.
- Manages a portion of the Capital Improvement Program and various capital improvement projects. Administers architect/engineer contracts. Serves as Project Engineer on in-house Capital Improvement Projects (CIP’s) and signs and seals
engineering plans, permit applications, specifications, reports, and other appropriate documents. Provides construction and project management.

- Maintains responsibility for preparation of divisional and capital budgets. Provides technical engineering assistance to other departments in budgeting capital projects and O&M activities.
- Develops and presents complex engineering reports, correspondence, analysis reports, technical studies, staff reports, grants, ordinances, and resolutions. Develops and delivers oral presentations.
- Investigates engineering related complaints and inquiries.
- Maintains regular and effective contact with consulting engineers; construction project engineers/managers; City, county, state, and federal agencies; professional and technical groups; and the general public regarding Engineering Division activities and services. Coordinates the activities of City, State and Federal agencies as well as contractors and other municipalities. Resolves problems, facilitates projects, and builds effective relationships.
- Reviews and approves subdivision, site and construction plans, and specifications for code conformance to established departmental standards, policies, and sound engineering principles.
- Maintains responsibility for overseeing the mapping of the City infrastructure and the Geographic Information System (GIS) program for the City. Coordinates the implementation of the GIS program for all City departments and provides QA/QC of all survey data submitted by contractors, developers, and engineers.
- Coordinates with all departments on matters of engineering and surveying.
- Attends various meetings and workshops with citizens and community groups, representing the Department.
- Responsible for training and discipline of subordinates.
- Ensures compliance with codes, regulations, and laws.
- Participates in damage assessment following storm events.
- Serves as the Acting Engineering and Utility Services Director in the absence of the leader.
- Performs other job duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**
Bachelor's Degree from an accredited four (4) year college or university in in Civil Engineering or a related field and five (5) year of related experience. Additional experience may be substituted for education.

**Special Qualifications:**
- Possession of a valid, State of Florida Driver’s License.
- Registration as a Professional Engineer at the time of hire with the ability to obtain registration in the State of Florida within six months of hire date.
- Possession of a valid Florida Department of Transportation Intermediate Maintenance of Traffic (MOT) Certification.
• Possession of a valid Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Certification.

Knowledge, Skills and Abilities:
• Knowledge of principles and practices of civil engineering and engineering survey and design.
• Knowledge of drafting methods and techniques.
• Knowledge of construction methods and techniques related to infrastructure.
• Knowledge of principles of management and budgeting.
• Knowledge of applicable federal, state, and local laws pertaining to civil engineering.
• Knowledge of surveying methods and techniques.
• Knowledge of supervision, training, and motivation methods and techniques.
• Knowledge of contract and project management.
• Knowledge of office practices, methods, and equipment, including use of computers and applicable software.
• Knowledge of principles and practices of transportation planning.
• Knowledge of principles and practices of hydraulic modeling.
• Ability to analyze engineering problems, identify alternatives, develop recommendations, and implement solutions.
• Ability to conduct engineering research and compile comprehensive reports.
• Ability to apply sound judgment.
• Ability to interact tactfully and effectively with subordinates, other City employees, and the general public.
• Ability to schedule, supervise, develop, and evaluate employees.
• Ability to communicate effectively, orally and in writing, with all levels of contacts.
• Ability to operate GIS and computer aided design systems.
• Ability to operate and maintain the City’s numerous hydraulic models.
• Ability to operate a pavement management system.

PHYSICAL DEMANDS
The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

• Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
• Standing: Particularly for sustained periods of time.
• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
• Visual Acuity 2: Including color, depth perception, and field vision.
• Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
• Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

Works indoors and outdoors. May be exposed to foul weather at times.