

POSITION: CITY ENGINEER

Reports to: City Council
Supervises: GIS Tech
Supervisor: City Administrator
FLSA Status: Full-time, Exempt

SUMMARY: The **CITY ENGINEER** is knowledgeable about municipal infrastructure, talented at planning and overseeing projects, and skilled in developing and maintaining strong relationships. As the **CITY ENGINEER**, you will plan and direct the efficient and economical design, construction and maintenance of the City's infrastructure, facilities and building construction projects. You will work closely with engineering firms and contractors that do business with the city, as well as with City staff, especially in the Public Works Department and Planning and Zoning Department. Responsibilities will include budgeting, estimating, developing specifications and RFP's, reviewing plans and proposals, inspecting projects, and approving payments. You will also be responsible for supervision, budgeting, estimating, and developing specs and RFPs.

ESSENTIAL FUNCTIONS:

1. ENGINEERING AND PLANNING FUNCTIONS

- **Engineering Services:** Provide engineering services for smaller projects to include but not limited to: curb and gutter repair, valley gutter repair, sidewalk inspection program and repair, drainage projects and bike paths
- **Planning:** Create and maintain a list of capital projects through the direction of the Council and staff; establish priorities, calculate costs, and schedule construction
- **Administration and RFP's:** Administer projects designed by private sector engineers; provide RFPs for engineering services for construction of city projects
- **Review Subdivision Plans:** Review required submissions by developers; insure that City Subdivision Ordinances are followed
- **Streets:** Regularly inventory streets to determine condition
- **Water & Sewer:** Regularly inventory water and sewer system to determine condition
- **Storm Sewer and Drainage:** Regularly inventory storm sewer and drainage systems to determine condition
- **Schedule Maintenance, Repair and Replacement:** Establish priorities; coordinate necessary maintenance, repair, and replacement of above infrastructure with the Director of Public Works
- **Inspections:** Inspect infrastructure that is installed by developers, projects completed by contractors, and work completed by our own public works staff
- **Plats and Maps:** Review plats and keep city maps updated
- **Specifications:** Review and update city Standard Specifications and Engineering Design Standards
- **Special Assessments:** Assist in Special Assessment projects

2. Public Relations

- Provide information to the public as needed and as required
- Respond to customer inquiries, complaints, and concerns
- Represent the City as required in meetings with federal, state, and local officials

3. Administrative Functions

- Assist in developing annual budget, including engineering, and planning related expenditures
- Oversee and administer contracts related to engineering and architectural projects
- Document and report the various architectural and engineering activities of the City
- Attend City Council, Planning & Zoning staff and committee meetings as needed and/or assigned

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the City Council and/or City Administrator to assure the success of City operations and services

QUALIFICATIONS AND REQUIREMENTS:**1. Education and Work Experience**

- BS in Civil Engineering with PE designation, plus 5-7 years' experience
- Experience in planning and directing engineering projects; overseeing contractors and sub-contractors
- Experience with budgets, financial statements, financial administration and purchasing
- Knowledge of contracting methods and techniques, and engineering and architecture regulations
- Successful project management skills, including the ability to plan, inspect and personally participate in a wide variety of construction and maintenance activities
- Strong communications and public relations skills in order to effectively interact with staff, Council, professionals, contractors and general public
- Technical skills to effectively use personal computers, cell phones, radios, etc., including applicable software, e-mail and internet
- Valid driver's license with good driving record

2. Skills, Knowledge and Abilities

- Knowledge of street design, maintenance, and construction.
- Knowledge of water, wastewater, and storm sewer systems.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Knowledge of customer service standards and procedures.
- Ability to follow routine verbal and written instructions.
- Ability to calculate figures and amounts.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Ability to read and interpret blueprints, grade sheets, maps, and drawings; and to understand and carry out oral and written instructions.
- Ability to recognize and assess wastewater system damage.
- Knowledge of office technology and able to effectively use a variety of applications including Word, Outlook, Excel, e-mail and internet, Scada
- Must have effective interpersonal skills, with the ability to adapt to various situations and people

3. Physical Capabilities

- Ability to perform heavy manual labor; including lifting up to 50+ pounds, stooping, reaching, standing, sitting, walking, pushing, pulling, working aloft and withstanding exposure to variable weather conditions as may be required.
- Exposure to direct sunlight of extended periods of time is likely
- Requires some travel to business meetings, conferences, or worksites
- Must be able to operate normal office equipment, review work products, file and retrieve files.

NOTE:

- The City of Harrisburg is an Equal Opportunity Employer and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the Americans with Disabilities Act, the City of Harrisburg will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the Finance Officer at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date