

Position Title: Assistant City Engineer (PE)

Department: Public Works

Division: Engineering

Statement of Duties

Position provides professional engineering, technical, and administrative functions to the Engineering Division of the Public Works Department. Responsibilities include designing projects; preparing plans, specifications, and bid documents for contracts; providing information and education regarding projects; administering contracts and ensuring compliance with contract requirements; performing supervisory functions and employee evaluations; assisting in the administration of the city's stormwater and floodplain management regulations and conducting engineering studies.

Supervision

Employee works under the general direction of the Public Works Director/City Engineer, performing engineering, technical, supervisory and administrative functions. Employee follows professional engineering principles and practices, departmental policies and procedures, federal, state, and local laws, rules, and regulations and is directly accountable for assignments. Employee seeks advice and counsel of the Public Works Director/City Engineer on matters that the employee does not have the authority to resolve.

Employee has access to confidential information obtained during performance of regular position responsibilities.

Employee ordinarily provides work direction to and is responsible for the supervision and evaluation of three (3) full-time and one (1) seasonal employee. Employee does not hire, fire, or discipline employees. The nature of work is subject to fluctuations throughout the year, workload is typically high in volume and required to be completed at a rapid pace. Some increases in workload can be planned for in advance, but others cannot, such as the assignment of special projects. Employee is required to work outside of normal business hours and/or at night at least one day or up to several days per week.

Job Environment

Position responsibilities require the use of extensive judgment and ingenuity to evaluate facts and circumstances surrounding individual problems or situations and determine actions to be taken within the limits of standard or accepted practices, organization policies, program rules and regulations, federal and state laws and city ordinances. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making.

Requires understanding, interpreting, and applying complex federal, state, and local regulations. Work is considerably complex due to a large volume of projects, programs, special assignments, and contracts; an overlapping of jurisdictions; and multifaceted public works functions.

Errors can result in a delay or loss of service, personal injury/loss, legal repercussions and monetary loss.

The position has frequent contact with the public at meetings, in person, on the telephone, via computer, e-mail, and in writing for the purpose of explaining projects, interpreting technical information, responding to inquiries and complaints, gain support for projects, coordinate activities, and providing information and assistance. The position deals with the public and other individuals on behalf of the division to communicate practices, regulations, and guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. The position has daily contact with other city departments, public works divisions, and employees, government officials, professionals, special interest groups, a large number of organizations, agencies and vendors for the purpose of giving or receiving information; coordinating activities and meetings; providing information and education regarding operations and projects.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Prepares plans, specifications, bid and related contract documents for city construction projects, including supervising the Engineer I and Engineering Technicians' plan preparation.
2. Oversees the administration of contracts for Public Works Department projects; monitors progress of project, and ensures compliance with contract requirements; supervises project inspector's activities.
3. Plans, prepares, and executes engineering studies.
4. Plans, prioritizes, and assigns work to Engineer I, Engineering Technicians, and seasonal employee(s).
5. Supervises employees, evaluates performance, and responds to personnel inquiries and/or conflicts that may arise.

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6. Reviews designs and studies prepared for the city by consulting engineers working for the city.
7. Assists in the development, administration, and enforcement of the city's stormwater management and flood control programs.
8. Reviews development plans for proposed annexation, zoning, land use, development, subdivision, and platting.
9. Participates in City Council, Public Works Committee, Safety Committee, Airport Board, BOA, and Plan Commission meetings as necessary; provides explanation and education regarding department activities and responds to inquiries.
10. Responds to inquiries and provides information and assistance to the public, the department, other city departments, governmental agencies and officials, and various groups and organizations regarding department projects or other technical/engineering matters.
11. Assists with budgetary processes, cost estimates and analyses, loans, grants, permits, and other departmental documentations, drafting and review of resolutions and ordinances for City Council consideration.
12. Reviews ordinances, engineering designing standards, and policies to keep them current with the goals of the city.
13. Calculates pro-rata shares and assessments due from property owners on projects involving diverse financing methods.
14. Participates in departmental goal setting, strategic planning, and collaboration with the director and the other divisional managers of the Public Works Department.

Recommended Minimal Qualifications

Physical and Mental Requirements

Employee works in a moderately noisy office environment and is occasionally required to visit construction sites or other outside locations. Employee is exposed to outdoor weather conditions, radiation, traffic, and the threat of personal harm by hostile individuals up to 1/3rd of the time; and is seldom exposed to toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, trench collapses, and biological hazards. Employee is required to stand, walk, sit, talk, listen, climb, balance, and use hands up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 60 lbs.; and seldom lifts up to 100 lbs. Normal vision is required for this position. Equipment operated includes an automobile, hand tools, survey instruments, technical equipment, office machines, and computers.

Education and Experience

A candidate for this position shall have a Bachelor of Science degree in Civil Engineering or related field from an accredited college or university and six (6) years of experience in Civil Engineering or municipal engineering with a minimum of two (2) years in a supervisory capacity; or an equivalent combination of education and experience.

A candidate for this position is also required to have a Professional Engineer's License in Civil Engineering (South Dakota PE License) within 6 months of hire, and obtain Floodplain Manager certification within 2 years from date of hire. Candidates must have a valid driver's license. Registration as a professional land surveyor is desirable. APWA certifications as a Stormwater Manager or Professional Supervisor or Manager are encouraged.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Civil Engineering principles, practices and methods as related to design, construction, surveying, and maintenance of public works facilities, and the ability to apply those civil engineering principals, practices and methods to difficult engineering design problems with minimal guidance and supervision
- Basic knowledge of advanced computer applications and other technology in the management of municipal assets and the preparation of contract documents and engineering analyses
- Plans, specifications, contract documents, and bidding procedures
- Construction project management and inspection
- Budgetary methods
- City ordinances, state and federal laws and programs that pertain to the planning, design, operation, and financing of public works facilities and operations.

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Skills in:

- Effective public speaking, communications, and organization
- Effective technical writing
- Office procedures, equipment, and modern software applications
- Supervision
- Project and construction management

And ability to:

- Effectively represent the department's and city's interests to contractors, suppliers, other engineers, developers, City Council members, other city staff, governmental entities, and the general public
- Effectively manage and administer construction contracts and consulting engineer contracts
- Operate computer for word processing and technical writing, contract administration, engineering analyses, financial analyses, GIS mapping, and project tracking
- Effectively communicate both orally and in writing with the public, co-workers, contractors, consulting engineers, and governmental agencies
- Read, interpret and explain policies, procedures and regulations, complex codes and construction contract documents
- Perform required supervisory functions
- Prepare budget requests, analyses, and applications for grants, loans and permits
- Prepare facilities plans, engineering reports and studies