



CITY ENGINEER

NATURE OF WORK

Perform civil engineering work of a professional nature. Work involves responsibility for supervising and participating in the work of consultants, contractors, and staff engaged in Public Works construction or design activities. Work requires the use of considerable judgment, initiative, and professional knowledge and involves responsibility for making technical decisions on engineering problems and plans. Work is performed under the supervision of the Public Works Director. Work is reviewed through analysis of written reports, inspections of projects, and evaluation of work accomplishments. Supervises interns as needed.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Coordinates and participates with consultant and city staff in the drawing of construction or working plans for street paving, sanitary sewers, storm sewers, watermains, and other purposes.
2. Coordinates survey work and is responsible for collecting, recording, and reducing field data and notes.
3. Checks and corrects completed drawings.
4. Writes specifications and prepares contract documents.
5. Estimating and budgeting of engineer and construction projects costs.
6. Checks public utility construction applications.
7. Makes onsite inspections of all construction projects underway and upon completion.
8. Ascertain that accurate progress estimates are prepared and that projects underway and upon completion.

9. Brings projects to final conclusions, complete with drawings and records.
10. Serves as the city liaison with contractors and others.
11. Schedules and arranges quality control activities, such as material tests and density tests.
12. Provides training and assists subordinates in technical work.
13. Furnishes information to contractors and property owners, and prepare comprehensive street system reports.
14. Maintains various records including as-built plans.
15. Obtains various permits from appropriate agencies (e.g. MDEQ, MDOT, etc.).
16. Participates in site plan review meetings.
17. Represents department at Planning Commission and City Council meetings as needed.
18. Responsible for traffic signal programming and maintenance.
19. Experience in applying for and obtaining federal and state grants.
20. Creating annual budget for Engineering Division.
21. Develops asset management plans for city streets and utilities.
22. Performs related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of Public Works and utility projects.
- Thorough knowledge of land and engineering survey methods and techniques.

