

Assistant City Engineer

Position Level: Exempt

Reports to: City Engineer

Position Summary

The Assistant City Engineer assists the City Engineer with the overall planning, direction, and operation of the Engineering Department, including the development and construction of capital and maintenance projects associated with municipal utilities, traffic, streets, and other City facilities. Incumbent provides supervision, oversight, and guidance to Engineering Department staff in the absence of the City Engineer.

Essential Job Functions (include but are not limited to)

- Serves as the project engineer/designer for the design and drafting of in-house City projects.
- In the absence of the City Engineer, supervises the daily operations of the Engineering department staff by performing administrative duties, overseeing programs, projects, and personnel as it relates to construction and maintenance.
- Provides for contract management oversight to ensure successful project completion in a timely manner that is cost effective. Works with contractors and staff to develop and complete punch lists and progress payments, provides for consistent enforcement of standards, and resolves disputes.
- Evaluates employee performance against defined standards and functions, including operational and developmental goals.
- Reviews and approves all drainage and sanitary sewer improvements, both private and public.
- Guides the department's implementation of the National Pollutant Discharge Elimination System (NPDES) General Permit.
- Guides the department's implementation of City Standards and Policy Manual.
- Assists with the City's Geographical Information System (GIS) and coordination with the MUNIS database.
- Assists with City capital planning, project design, and project management.
- Assists with the development and administration of the annual budget, including capital improvement funding and forecast of funds needed for staffing.
- Establishes and maintains effective working relationships, strategic partnerships, and contacts with community representatives, external agencies, and other organizations.
- Helps with general questions and issues brought by the public.
- Assists with drafting and detailing for City projects and inventories.
- Performs other related duties as assigned.

Education/Skills/Experience

- Bachelor's degree in Civil Engineering or other closely related field with relevant experience and background.
- Knowledge and experience with drainage ordinances, hydraulic engineering, stormwater calculations, and engineering methods.
- Computer skills in CAD, stormwater-related programs and software, and basic word processing programs.
- Ability to communicate in verbal and written English.
- Ability to communicate in a tactful manner with a variety of people.
- Ability to make independent decisions and possess strong organizational skills.
- Thorough working knowledge of Microsoft Office software and internet research skills.
- General knowledge of the City and surrounding community.
- Basic knowledge of government functions.

Safety Requirements

- Reports any unsafe task or operation immediately to management prior to continuing task.
- Immediately reports incidents involving injury, illness, safety hazard or property damage.
- Complies with all company and customer OSHA, safety policies, procedures, rules, and best practice.
- Participates in safety meetings and training.
- Constantly aware of personal safety and that of coworkers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

Work Schedule

This position is based on a standard workweek, Monday-Friday 8:00AM - 4:30PM; however, it is occasionally required to attend meetings and work sessions outside of normal business hours. These instances may include client meetings, public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success.

Working Environment

Work is performed in both office and field environments. Incumbent spends most of the time in the office and meeting environments. The remaining time is spent in the field inspecting work or supervising in-house projects and field data collection.

Physical Requirements

Requires traveling to other locations for meetings and attending meetings outside of normal work hours. Work includes visually inspecting work products in office and field settings. Physical demands may include lifting and manipulation of heavy objects. Oversight activities may take place in dusty, moist, or humid conditions and in a range of outdoor temperatures. Incumbent should possess the ability to occasionally push, pull, lift, and carry up to twenty-five (25) pounds, stand or sit for extended periods of time, and communicate in person, on the telephone, and via email.

Direct Reports

In the absence of the City Engineer, incumbent will direct the work of the following employees:

Construction Manager
Stormwater Engineer
Project Manager/GIS
Business Manager
Engineering Intern

Certificates/Licenses

- Active Professional Engineer (PE) license OR the ability to obtain license within twelve (12) months of employment.
- Valid driver's license with acceptable driving record.
- Certified Professional in Storm Water Quality (CPSWQ), preferred.
- Certified Professional in Erosion & Sediment Control (CPESC), preferred.