

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	City Engineer
<u>DEPARTMENT:</u>	Engineering
<u>REPORTS TO:</u>	City Manager
<u>OT EXEMPT:</u>	Exempt
<u>PAY RANGE:</u>	\$96,324 to \$156,000

MAJOR FUNCTIONS:

Under direction of the City Manager independently evaluate, select, and apply civil engineering practices to plan, design, construct, and manage City Capital Improvement projects. Duties include coordinating with developers, engineers, architects, surveyors, and other professionals to assist with new development or redevelopment, preparation of preliminary and final plans, specifications and cost estimates, management of the City's stormwater and NPDES program, management of City consultants, and management of City grants and projects as assigned.

DUTIES AND FUNCTIONS:

- Provides highly complex and responsible engineering support to the Public Works Director and other City departments; executes activities and responsibilities of a professional engineering nature as directed by state and local laws and performs related work as required.
- Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing of projects as required.
- Coordinates and/or undertakes the development or update of required planning documents including, but not limited to: Annual Capital Improvement (C.I.P.), Stormwater Management Plan, and other long- and short-term plans involving the municipal infrastructure.
- Reviews staff and consultant reports related to engineering activities, projects, and services; presents reports to City Commission, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Directs the conduct of studies; the preparation and presentation of reports regarding engineering/public works related issues and activities.
- Develop and manage annual department budget and manages department staff.
- Regular attendance at City Commission meetings, including routine presentation of agenda items related to the department issues.
- Provide interpretation of codes, ordinances, specifications, and City policies to staff, management, consultants, and citizens.
- Prepare designs, plans, and permit applications for City projects; apply engineering principles and techniques to complex engineering projects.
- Manage City consultants (including, but not limited to, design, permitting, project management, and grant management consultants) in the development and implementation of City projects. Duties may include direct providing of these services as required.

- Inspect projects during construction and upon completion for adherence to plans and specifications; advise contractors on the interpretation of plans and specifications; review contractor's change orders and payment requests.
- Perform site plan reviews to ensure plans and specifications comply with City, County, State, and Federal codes and regulations.
- Assist other City Departments as needed on FEMA Floodplain Development Review and the City's Community Rating System.
- Ability to review, sign, and seal design drawings for City projects.
- Perform administration of the MS-4 / NPDES permit, including ensuring NPDES training of City staff.
- Management of the engineering and public works data in the City's GIS database
- Manage and direct maintenance of the City's stormwater facilities to ensure function and maintain permit compliance.
- Effectively and positively represent the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establish and maintain effective and professional relationships with work colleagues, supervisors, and managers.
- Perform other job duties as assigned.

MINIMUM QUALIFICATIONS:

An individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the education, knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor of Science in Engineering from an accredited college or university.
- Six (6) years of progressively responsible municipal engineering experience, including two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Registration as an active Licensed Professional Engineer in the State of Florida.
- Possession of a current Florida driver's license and ability to operate standard equipped City vehicles.
- Driving Abstract: Must have an acceptable driving record.

ABILITIES AND SKILLS

- Ability to plan, schedule, and work with others in a manner conducive to proficient performance and high morale. Organizational skills are a must.
- Ability to manage consultants and contractors.
- Ability to read and interpret engineering drawings, surveys, reports, calculations, and other documents as required.
- Ability to conduct stormwater calculations for City projects.
- Familiarity with local, state, and federal permitting requirements

- Familiarity with state and federal grant requirements
- Experience creating engineering plans in AutoCAD Civil 3D.
- Familiarity with ArcMAP; ability to input data into and manage database.
- Ability to operate a computer and proficiency in Microsoft programs (including, but not limited to, Word, Excel, Access, Outlook, and City-specific programs.)
- Ability to communicate effectively and persuasively with diverse audiences, including the public, the City Commission, and other City personnel at all levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with property owners, developers, contractors, and the general public.
- Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials.
- Other combinations of education, experience, and knowledge of Municipal Engineering sufficient to demonstrate proficiency to the City Manager may be substituted for the above minimum qualifications.

PHYSICAL REQUIREMENTS:

Work environment is primarily in an office environment with a portion of the duties performed outdoors conducting site investigations, etc. The working environment requires walking on various types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb inclines, ability to bend, stoop, crouch, reach, push, pull, twist, requires a sense of touch, gripping with fingers and hands, lifting, and carrying up to 20 pounds, the ability to operate a passenger vehicle, and to work alone and cooperatively with associates as a team member. Travel to meetings and conferences are required. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Ability to speak standard English clearly to the public and to other employees, either in person or over the telephone.

Background Check: Must pass a background check, physical, and pre-employment drug screening.