



Job Title: City Engineer	Reports to: City Administrator
Department: Engineering	Job Grade: Exempt
Revision Date:	Fair Labor Standards Act (FLSA)

Position Summary

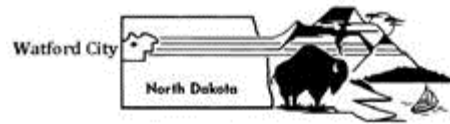
Under general direction of the City Council. This position oversees major utility studies, serves as the responsible engineer for the design, preparation of plans and specifications, and construction of capital improvement projects; ensures compliance with engineering practices and standards; administers consultant contracts; coordinates policy issues and strategic planning; and supervises assigned personnel.

Characteristics of a Successful City Engineer

<ul style="list-style-type: none"> • Positive outlook • Motivated • Outgoing • Energetic • Flexible and adapts easily to new situations • Takes pride in their work and their team member's work 	<ul style="list-style-type: none"> • Keeps a focus on creating an exceptional service experience • Easily builds rapport with others • Detail oriented • Honest • Accountable for their actions • Ability to troubleshoot and think through complex systems
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Essential Job Functions

- Directs and coordinates the general operations of the Engineering department and works with related boards and commission to ensure efficient and effective operations.
- Directs the development of plans, studies, maps, policies and strategies for the implementation of development programs for the City.
- Coordinates the development of plans including prioritizing, scheduling and coordinating efforts of citizen groups, other agencies, consultants, developers, etc., and supervises the design and compiling of finished products.
- Directs, coordinates, and evaluates the activities, programs and services of the Department.
- Provides interpretation and application of rules and regulations pertaining to ordinances and programs that are the responsibility of the overall department.
- Works with elected officials, City staff, NDDOT staff and/or contracted engineers in planning, implementing, and completing City infrastructure projects to make sure City needs are met through the construction of said projects.
- Ensures that operations are compliant with State, Federal and Local regulations to include: providing regulatory oversight; making recommendations for improvements in processes and procedures; and to plan improvements necessary to insure compliance.
- Oversees and supervises traffic control system, street lighting and utility location.



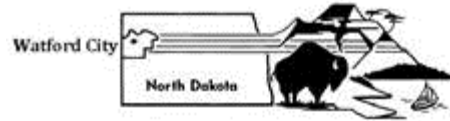
- Works with City Administrator and other Public Works department staff in development of policies regarding operations of the engineering department.
- Establishes goals and objectives for the engineering department to insure compliance with City Council policy directives and applicable local, state or federal laws, rules and regulations.
- Prepares and submits budget proposals and Capital Improvement Plan.
- Serves as the community Floodplain Manager to review and grant or deny development applications for projects within the community's designated floodplain boundaries.
- Oversees the creation of Special Assessment Districts.
- Performs other duties of similar nature or level as required.

Requirements/Knowledge/Abilities

- Supervisory principles including interviewing, training and performance management techniques.
- Basic accounting and budgeting concepts.
- Prepare and track budgets.
- Equipment, materials, and operating procedures relevant to department functions and municipal infrastructure.
- Interpret State and Federal regulations.
- Prepare clear and concise reports and memos.
- Monitor work flows and schedule work assignments.
- Using a variety of office equipment, computer software applications and related applications.
- Adapt to new situations and challenges.
- Manage several projects and tasks simultaneously.
- Write bid specifications.

Judgment/Decision Making

- Develops strategic direction, goals, plans, and policies for the engineering department
- Sets broad objectives and is accountable for overall results in the engineering department.
- Authority to make decisions for the engineering department on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems. Errors in judgment could jeopardize the viability of one or more line(s) of business and/or operation(s).



Relation to Others

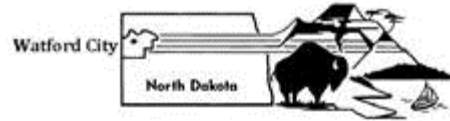
- Responsible for the overall direction of the engineering department through subordinate managers.
- Responsible for staff discipline; makes hiring and firing recommendations.
- This position has high level contact with others in key positions involving areas within the City, community, business leaders, media and other dignitaries at local, state, or federal level.
- Typically handles highly sensitive information.
- Personally ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.
- Contacted directly by media and may make statements to media per policy.

Education/Experience

- Bachelor's Degree in Civil Engineering with Professional Engineer (PE) certification.
- Over four years of experience in municipality or with municipal projects such as designing and carrying out street, water, wastewater, solid waste and related projects, and/or in Planning and Zoning, and/or environmental regulation, with four years in a supervisory capacity, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Certification as a Registered Professional Engineer in ND (within probationary period)

Working Conditions/Physical Demands

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking.
- Work may require routine travel.
- Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.