

JOB TITLE: CITY ENGINEER (Salary: Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with State Statute and City Code.

JOB SUMMARY: Provide professional engineering services in connection with planning, organizing, directing, and coordinating activities involving municipal streets, storm sewers, water distribution, and wastewater collection and treatment facilities. Perform plan review, creation of specifications, and insuring the economical construction related to municipal public works and utility projects. Oversee and maintain the engineering department and its related documents and records. Take direction from and report to City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Prepare construction plans for public works projects. Read plats, maps, and construction plans. Translate accumulated field data and engineering data into construction plans using standard drafting techniques and computer-aided-drafting system (CAD). Compute surveying and engineering mathematical problems. Analyze and recommend possible solutions to engineering problems. Research property ownerships and legal documents. Investigate existing right-of-way and easements through documents located in the county courthouse or accessed through city and county computer records. Assist the public with questions or requests for information requested over the phone or in person. Answer questions, retrieve copies of plat sheets, city maps, aerial sheets, and any other prints required. Perform construction inspections per City standards and project specifications. Measure field quantities. Make independent field decisions. Create civil engineering methods and procedures through the use of computer-aided drafting and design and other technology. Design drawings and maintain records of drawings. Assist the public with utility information and/or directing them to proper location in the City. Research utility information; prepare and maintain a variety of status reports and records. Supervise, train, and evaluate subordinates. Organize Department and assign responsibilities to staff members. Provide direction for accomplishment of duties and activities and follow through on staff completion. Plan, program, and direct all City activities involving civil engineering, traffic engineering, land surveying, project management, and construction; closely coordinate this work with input from other departments within the City. Evaluate bids and recommend bid award to City Council. Coordinate and direct work of consulting engineering firms and staff to ensure uniform standards for public works projects design and construction. Prepare project contracts. Meet with consultants to work out contract details and design standards. Review preliminary and final plans to ensure acceptability with city codes and good engineering practices. Visit with engineers and contractors to monitor progress and resolve problems. Implement policy and establish procedures to govern all construction activities in public rights-of-way. Oversee the right-of-way permit approval, issuance, inspection, and close-out activities. Coordinate with current and potential right-of-way users to ensure City standards for right-of-way construction are maintained. Review and approve construction plans and bids, consultant agreements, change orders for all projects. Prepare annual Department budget and monitors expenditures. Direct preparation of engineering feasibility reports and cost estimates. Present and explain reports as required. Oversee upkeep of official City maps, plats, and engineering records per uniform engineering standards and technology. Establish Department priorities and methodologies for keeping all records up to date. Support engineering and construction requirements during emergency

operations. Assist with infrastructure and utility restoration programs following incidents or emergencies.

ADDITIONAL DUTIES AND RESPONSIBILITIES: May assist in the inspection of building and other structures to make sure that construction, alteration, maintenance, structural repair work is being done in compliance with provisions of applicable codes and ordinances; may assist with the inspections of existing buildings to determine hazardous conditions, structural failures or need for maintenance/repair in compliance with housing and building codes; provide oral and written information to owners, builders and contractors regarding requirements of applicable building codes and ordinances; prepare written reports of inspections made and construction work completed; prepare and file written monthly and annual reports; perform commercial plan reviews; assist with the creation, modification, and enforcement of zoning and subdivision regulations; review subdivision plats, zoning amendments and comprehensive plan updates; co-ordinate and implement GIS services, and system deployment throughout the city departments; assist in developing draft revisions to City codes and ordinances when appropriate; assist with the development of the Five Year Capital Improvement Program Project List; assist with the development of the one and six year transportation plan; perform hydrology studies and the review of studies submitted; assist with floodplain management; assist City Administrator on projects and performs special assignments as requested; attend City Council and Committee meetings as directed by City Administrator; perform other duties as assigned.

SKILLS/ABILITIES: Ability to organize and coordinate the activities of the engineering department; ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public; surveying skills; manual drafting skills; computer operation skills; good oral and written communication skills for working within the office and with the general public; knowledge of routine principles, practices, equipment, and materials used in technical civil engineering and line and computerized drafting; ability to learn micro-computer systems and related peripheral devices; ability to perform accurate engineering mathematical calculations; ability to perform routine design and layout work and prepare reports; knowledge of mathematics and survey techniques, instruments, and tools; considerable knowledge of the use of auto-cad, spreadsheets, word processing, and database; ability to prepare clear and concise written reports; leadership skills; basic mathematical and accounting skills; analytical skills; public speaking/presentation skills; project management skills; time management skills; facilitation skills; organizational skills; knowledge of proper inspection methods; ability to make on-site visual inspections; knowledge of GIS system development; knowledge of auto-cad mapping and engineering, knowledge of hydrology assessment, ability to get in and out of and to operate a vehicle; ability to climb ladders and stairs; ability to read and interpret plans and specifications; ability to supervise others; ability to attend meetings and/or conferences in town or out of town; ability to schedule activities and meetings; knowledge of municipal purchasing procedures and policies.

EXPERIENCE AND TRAINING: High school diploma or equivalent. Bachelor's degree in civil engineering or a related engineering field of study from an accredited four year college or university. Registration as a professional civil engineer in the State of Nebraska. Two years of increasingly responsible experience in municipal utilities civil engineering or a related field including one year of lead supervisory experience. Knowledge and experience related to implementation of GIS system and associated auto-cad mapping.

Master's degree in civil engineering, public administration, or business preferred.

SPECIAL REQUIREMENTS: Possess a valid Driver's License.

Approved 02/2018