JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>City Engineer</th>
<th>Civil Service:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Engineering Department</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>City Manager</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>Effect. Date</td>
<td>04/07/05</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional position where work is both technical and administrative in nature. The City Engineer is responsible for the administration, supervision, coordination, and control of the Engineering Department. Responsibilities include assuring appropriate, efficient and economical planning, design, construction and inspection of public improvements, including streets, bridges, storm and sanitary sewers, stormwater management facilities, street lighting and related public works projects; review of designs and plans of improvements and related documents relative to private development projects to assure compliance with applicable codes and regulations; determining major departmental policies; and long-range planning for the department.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Reviews plans and specifications of public works construction and maintenance projects; reviews subdivision plats, plans of improvements and other development related plans; confers with consultants, contractors, and other parties; makes engineering recommendations; inspects public works and development projects.
- Establishes criteria and standards for design, construction and maintenance of public works projects.
- Maintains the city’s records, drawings, maps, plats and files for all public improvements.
- Reviews bids and recommends awards and payments for city public works projects.
- Maintains financial records of the department; supervises and accounts for all expenditures; maintains financial records of all public works construction projects.
- Investigates citizen complaints and ensures corrective action is taken on department issues.
- Develops and submits Capital Improvements Program projects.
- Confers with representatives of federal, state, county and regional agencies as well as citizen groups, and special interest groups regarding various engineering problems and activities; prepares memoranda and conducts correspondence relevant to activities of the department.
- Attends staff meetings, city council meetings, and board meetings, as required.
- Addresses various civic organizations to increase community awareness and understanding regarding the department's programs and activities.
- As requested by other departments, analyzes and provides technical assistance, advises on problems relating to the maintenance of streets, sewers, drainage, traffic signals and signs, building, forestry, and related public works programs as requested; provides technical assistance during emergencies.
- Develops and reviews technical reports, budget estimates, proposed ordinances, and regulations submitted by subordinates and consultants and develops departmental work programs and project budgets.
- Confers with the City Manager on major departmental activities; furnishes advice on engineering problems; recommends departmental policies, procedures, and related matters.
- Enforces city ordinances and regulations related to public improvements, stormwater management, erosion control, flood plain management and related matters.
- Provides technical assistance and recommendations to City Council regarding traffic safety issues.
- Reviews and approves department purchases.
- Performs related work as required.

**REQUIRED KNOWLEDGE AND SKILLS**

List key dimensions (measurements for success) for this position:

- Extensive knowledge of current principles and practices of civil engineering and public administration as applied to the planning, construction, and maintenance of public works projects.
- Ability to plan, direct, coordinate, and control the activities of subordinates.
- Ability to plan for the department's long term goals.
- Skill in handling changing situations and deadlines while maintaining efficiency and effectiveness.
- Establish and maintain effective working relationships with other fellow employees, representatives of other agencies, civic groups, and the general public.
- Ability to prepare clear and concise oral, written, and graphic reports and presentations.
- Knowledge of occupational hazards and the necessary safety precautions.
- Knowledge of municipal finance and capital improvements programming.
- Considerable knowledge of the Iowa rules and regulations pertaining to municipal public works contract administration and federal and state government programs and requirements.
- Considerable knowledge in the use of personal computers and office software, including spreadsheet, word processing, geographic information systems and computer-aided design.
- Ability to manage and implement engineering program activities.
- Ability to interpret engineering programs and activities to boards and commissions, City Council, interested groups and the general public.
- Ability to establish and maintain effective working relations with fellow employees, other departments, elected officials, members of boards and commissions, contractors, developers and the general public.
- Knowledge of land and engineering survey systems, methods and techniques.
- Knowledge of modern principles, practices and techniques of engineering drafting.
- Ability to adapt approved engineering methods and standards to the planning, construction and maintenance of public works projects.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephone, two-way radio, written format and in person.
- Ability to perform mathematics necessary for civil engineering calculations.
- Ability to operate computer keyboard and calculator.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevelled grades and heavy vegetated areas for the purpose of site review and maintenance work inspection.
- Ability to read and interpret regulations, ordinances and other written materials.
- Ability to interpret plans, maps and graphic displays of information regarding development proposals.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- Extensive experience in the practice of municipal/civil engineering.
- B.S. degree from an accredited four-year college or university with major course work in civil engineering.
- Must be registered as a Professional Engineer in civil engineering and must obtain Iowa registration within six months of employment.
• Must have a valid Iowa driver’s license.

**WORKING CONDITIONS**

*List working conditions for this position:*

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical