JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant City Engineer - CIP</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 Engineer</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</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>04/30/2018</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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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 position assists the City Engineer with administrative and technical duties pertaining to Capital Projects planning, construction and maintenance of streets, bridges, sewers and related public works projects and construction of public improvements relating to new development. Work is often technical in nature; however, professional engineers are available to assist in the decision making process. The Assistant City Engineer provides direction and supervision to employees engaged in survey, design, construction, inspection, and related work. The Assistant City Engineer may assume the role of City Engineer in his or her absence. General program objectives; direction and review as provided by the City Engineer.

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:

- Assists the City Engineer in all aspects of administration of the engineering department; responsible for the design, preparation of plans and specifications, and acquisition/enforcement of required permits for public works projects and/or oversees new development activities.
- Provides direction to subordinates in the study, development, and design of various engineering projects.
- Assigns and directs works; adjusts employee grievances as required; evaluates and reviews employee performance; makes recommendations regarding personnel changes; disciplines in accordance with department policies and procedures.
- Directs research studies and compilation of comprehensive reports.
- Supervises all activities of the department as directed by the City Engineer.
- Supervises, reviews, and prepares plans, estimates, inspections, reports, contract documents, and related materials for major projects.
- Assists in the long range planning for public works and utility engineering improvements.
- Assists in the preparation of annual budget estimates; prepares cost estimates on engineering projects.
- Reviews plats, plan of improvements and related subdivision submittals for compliance with city design standards and ordinance requirements.
- Supervises subordinates in the inspection and administration of public improvements construction related to new development.
- Maintains required records and makes necessary reports related to new development activities.
- Cooperates with other departments, developers, contractors, consultants and outside agencies relative to development issues.
- Serves as acting City Engineer in the absence of the City Engineer.
- Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

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

- Thorough knowledge of modern principles and practices of civil engineering as related to the preparation of plans and specifications for a variety of public works projects.
- Knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works projects.
• Knowledge of land and engineering survey systems, methods, and techniques.
• Knowledge of modern principles, practices, and techniques of engineering drafting.
• Knowledge of current developments and literature in the field of civil engineering.
• Ability to plan, direct, coordinate, and control the activities of subordinate personnel.
• Ability to adapt approved engineering methods and standards to the planning, construction and maintenance of public works projects.
• Ability to establish and maintain effective working relationships with fellow employees, representatives of other agencies, civic groups, and the general public.
• Ability to express ideas clearly and concisely, orally and in writing.

ESSENTIAL FUNCTIONS

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

• Ability to work long hours outdoors occasionally under adverse weather conditions.
• Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and general public by telephones, two-way radios, written format and face-to-face.
• Ability to produce precise ACAD drawings and construction plans.
• Ability to use GIS to produce maps and find City infrastructure information.
• Ability to operate robotic total stations, survey grade GPS equipment, and levels.
• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purposes of site review, bridge and construction inspections and surveying.
• Physical ability to perform inspections and quality control tests of asphalt, soil, aggregates, concrete and other construction materials. Work may involve walking long distances, climbing in and out of trenches or sewer pipes, digging with shovels and carrying equipment and test samples.
• Ability to bend stoop and lift and carry up to 75 pounds for sampling and testing of construction materials.
• Ability to perform mathematics necessary for civil engineering calculations.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

• Graduation from an accredited four-year college or university with major course work in civil engineering or related field required.
• Minimum of two years of experience in municipal engineering or professional civil engineering work preferred.
• Must be registered as a Professional Engineer with the Iowa State Board of Registration for Professional Engineers.
• Must have valid Iowa driver's license.

WORKING CONDITIONS

List working conditions for this position:

• Works in an office environment for the most of the time. Field work will be required periodically throughout the construction season
• 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
• Drug Screening
• Driving Record
• Pre-Employment Physical