

**CITY ENGINEER**  
**RANGE 38 (Exempt)**

**JOB SUMMARY:** The role of the Engineering Department is to provide the services to plan, design and manage the construction, reconstruction and rehabilitation of public infrastructure. The Engineering Department is responsible for overseeing the design of public improvements to city streets, water and wastewater system improvements and new installations, stormwater system, parks, facilities, and subdivision design review and conducts infrastructure inspections. The Engineering Department prepares and oversees all public bidding processes for infrastructure contracts, and prepares and updates the City Standard Specification and Construction Standards Drawings. In addition, the department will interface with county, state and federal agencies for infrastructure projects within the city.

Under administrative direction, the City Engineer performs and coordinates professional office and field civil engineering work; manages work groups and/or service areas of the Engineering Department; coordinates assigned activities with other departments, outside agencies, and the general public; and provides highly responsible and complex staff assistance. This is a full-time, exempt position working 40 hours per week, Monday through Friday, 8:00 am – 5:00 pm. Attending meetings outside of regular work hours may be required. The position of City Engineer reports directly to the Assistant City Manager.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Conduct broad organizational analysis and prepare reports on a range of municipal policies, procedures and services.
- Serve as a member of the City senior management team.
- Actively participate in the development of strategies to achieve stated goals.
- Participate in and contribute to the preparation and administration of the annual City budget and Capital Improvement Plan.
- Act as liaison to various intergovernmental agencies or groups and community groups.
- Draft correspondence, reports, public notices, legislation and other documents.
- Prepare and present reports to the City Council, the City Manager, and other organizations and committees as assigned.
- Implement the City Manager's directives and initiatives and assist in resolving problems and conflicts within City government.
- Serve as a member of the Emergency Management Team; assist in emergency operations as required.
- Interpret policy and provide staff direction related to the City vision, mission, goals, policies and procedures.
- Assist the City Manager in the orderly and timely conduct of municipal business operations within the context of various laws and regulations.
- Respond to and resolve citizen inquiries and concerns, negotiate and resolve controversial issues, and respond to the City Manager, the City Council and the City management team in a timely manner.
- Assist in establishing programs and policies that will aid in maintaining the financial integrity and service levels of various operations.
- Oversees project management for the design and construction of public projects.
- Directs public infrastructure construction inspection and acceptance for operation.
- Oversees design/ engineering study professional services contracts.
- Provides technical assistance to city staff regarding design, construction contracts, and construction contract management.

- Confers with consultants, engineers, architects, contractors, and other agencies in planning and implementing improvements or new construction projects.
- Oversees review of contracts prior to bidding, evaluation of bids received and recommendations of award, supervision of contract management, review and approval of shop drawings and other submittals; inspects work for compliance with specifications; checks and controls project budget; accepts final project from contract.
- Facilitates negotiation, preparation and management of contractual agreements.
- Ensures application of City, State, and Federal permits for construction of infrastructure; facilitates operational permits for infrastructure projects.
- Attends public meetings to provide information to the public.
- Provides public information on public works engineering design, construction, and maintenance programs and projects.
- Plans, directs, and coordinates staff and administers all daily activities and personnel of City Engineering in accordance with all applicable laws, rules, regulations and code.
- Analyze reports, data, plans, and maps to be certain of the viability of projects, and to determine the most efficient methods of construction.
- Recommends selection, promotion, discharge, and other appropriate personnel actions
- Supervises, evaluates, and disciplines personnel.
- Formulates long- and short-range plans for the department; coordinates with other departments on the work, planning, design, and construction of public infrastructure.
- Researches, reviews, analyzes, recommends, and implements special projects.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Schedule and estimate costs and budgets for capital improvement projects.
- Manage the acquisition of rights-of-way.
- Oversee and manage the Right-of-Way and/or Street Closure Permit processes.
- Assist during the construction phase of infrastructure projects; answer questions, attend progress meetings, make site visits.
- Oversee the preparation and review of legal descriptions.
- Prepare and submit funding applications for grants and/or loans to federal, state, county and other agencies for capital improvement projects.
- Manage the federal, state, county and other funding requirements for capital improvement projects.
- Oversee and program budgeting for Tax Increment Financing (TIF) projects; review TIF reimbursement applications and approve as appropriate.
- Assist in the management and administration of the operations contract for the Wastewater Treatment Plant.
- Manage Geographic Information Systems (GIS) data collection and utilization.
- Responsible for carrying out engineering matters and general direction received in matters of city policy.
- Attend meetings outside normal business hours.
- Comply with all written City policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administration principles including the basic principles of organization, management, and budget preparation.
- Solid understanding of core City services outlined in the job summary and demonstrated experience managing operations by directing and coordinating activities with established goals, objectives, and policies.

- Superior management skills and the ability to make strategic decisions pertaining to staff and procedures within the departments managed.
- Strong leadership skills with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control.
- Strong interpersonal skills, effective communication skills and the capacity and interest to be an effective mentor and leader for staff.
- Ability to work independently with minimal supervision.
- Ability to apply civil engineering knowledge of streets, storm drains, sanitary sewers, water mains, and other public works.
- Ability to utilize computer-aided drafting (AutoCAD), mapping, geographic information system (GIS), and survey methods, design, and layout work applied to municipal and/or utility engineering.
- Ability to prepare specifications and write technical reports.
- Ability to check office and field engineering, drafting and mapping calculations.
- Ability to receive assignments in general terms and to plan, layout, and direct work on a variety of problems.
- Ability to utilize computers in the performance of complex calculations.
- Ability to coordinate and participate in the management of development engineering.
- Ability to coordinate the work of other staff.
- Ability to select, train, motivate, and evaluate assigned personnel.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to administer program budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to read and interpret engineering and construction plans and specifications and interpret them to others.
- Ability to prioritize multiple, complex projects and programs within specific time frames.
- Ability to compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Ability to participate in the providing a high level of customer service to internal and external customers.
- Ability to respond to requests and inquiries from the general public; tactfully and courteously represent the Engineering Department during public contacts.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to demonstrate an awareness and appreciation of the community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

#### **MINIMUM AND PREFERRED REQUIREMENTS:**

- Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field; Master's degree preferred.
- Five (5) to seven (7) years or more of responsible municipal civil engineering experience. Experience to include project management, administrative, and/or supervisory responsibility.
- Proficiency in AutoCAD and GIS is desirable.
- Professional Engineer licensure in the State of Oklahoma or the ability to obtain within six (6) months of employment.
- Possession of an appropriate, valid State of Oklahoma driver's license.

## **WORKING ENVIRONMENT:**

The duties of the City Engineer will be generally performed in a mixture of a standard office setting with outdoor travel from site to site. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. While performing the duties of the job, the City Engineer may encounter hazards associated with field investigations. Some exposure to noise, dust, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate write torque to twist equipment knobs and dials. Lift, carry, and push tools, equipment, supplies and plans weighing up to 20-35 pounds and transporting distances up to 50 feet. Work within confined spaces requiring reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching; climb ladders and work around power and noise producing equipment. Work in all weather conditions, including wet, hot, cold and windy. Access construction areas within construction sites. Work on uneven work surfaces, trenches, slopes, roof structures, framing and other conditions found in a construction environment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, operate office equipment, and inspect details of site environments.

**Hearing:** Hear in the normal audio range with or without correction.