



CITY ENGINEER

NATURE OF WORK

Serves the public with responsible administrative and professional engineering work in administering and directing the activities of the Engineering Division of the Public Works Department.

DISTINGUISHING FEATURES

An employee in this class is responsible for administering and directing all activities of the Engineering Division. An employee in this class is also responsible for assuring that all engineering projects are constructed in accordance with City standards and sound engineering practices, and that all site plans and development plans are in compliance with City ordinances, standards, and sound engineering practices. Employee must have extensive knowledge of civil engineering principles and practices in all areas of city infrastructure, and must have outstanding leadership, interpersonal and human relations skills. This is a single position class at the division head level.

ESSENTIAL FUNCTIONS (These essential duties are only illustrative.)

Plans public improvement projects; conducts feasibility studies; prepares cost estimates; schedules projects for inclusion in the capital improvements budget; selects or recommends the selection of engineering firms to design and construct approved projects.

Directs the design and construction of public improvement projects including the collection and documentation of engineering data through field surveys and studies, the engineering design of roadway, street, bridge, storm sewer, dam and water utility improvement projects including the preparation of detailed drawings and accurate construction plans, the preparation of specifications and contract documents, the inspection of construction methods and materials, the performance of technical tests on materials, the resolution of design and construction problems and disputes, and the gathering of engineering information for pay estimates and records.

Directs the review of site plans, commercial and residential development plans for compliance with standards, ordinances, policies and sound engineering practices; directs the resolution of problems and disputes associated with proposed plans.

Directs the administration of the City's storm water quality permit, the inventory of the City's storm water drainage system and the construction of storm water improvement projects.

Directs the inspection of bridges for safety purposes; authorizes the closure of bridges and streets; oversees the issuance of permits for oversize truck traffic through the City.

Plans, organizes, supervises, coordinates, and evaluates the work of subordinate employees; monitors and oversees the work of consulting engineers and contractors; ensures compliance with all applicable laws, ordinances, regulations, rules, guidelines and policies.



Confers with City officials, department heads, other division managers, developers, consulting engineers, contractors, representatives of governmental agencies, utility representatives, local media, and the general public on issues involving public works projects and the City's infrastructure; provides expert engineering advice and technical information.

Prepares the annual operating budget for the division; assists in preparing the capital improvements budget.

Prepares and revises City ordinances and standards relating to public works construction projects, commercial and residential developments, flood plain management, motor vehicle and traffic projects, storm water collection and improvement projects, and utility construction and maintenance projects.

Represents the Public Works Department at City Council and Committee meeting; serves as a representative of the City at meetings and hearings relating to public works projects and issues.

Performs related duties as required or assigned.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Work is performed under general direction of the Public Works Director with considerable latitude for independent actions and judgment in making decisions and carrying out essential duties to accomplish set goals and objectives. Work is performed in accordance with City ordinances, specifications, policies and procedures, and in compliance with federal, state and local laws, regulations, rules and guidelines. Work is reviewed through conferences, reports and evaluation of results obtained.

SUPERVISION EXERCISED

Employee exercises supervision over professional and technical support staff engaged in carrying out the functions and activities of the Engineering Division. Supervisory responsibilities include assigning and evaluating work, establishing work priorities, resolving personnel and work related problems and issues, setting performance goals and standards for the division, making hiring and disciplinary decisions, and performing other supervisory duties.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting, although work activities frequently require travel to various sites throughout the city to attend meetings and conferences, and to review work in progress. Work exposes employee to normal everyday risks which require normal safety precautions. Work is primarily sedentary in nature and activities require sitting, standing, walking, bending climbing stairs, lifting, moving and carrying light objects, using hands and fingers to operate a personal computer and to drive a vehicle. Occasionally work exposes employee to potential hazards at construction sites such as traffic, fumes, dust, adverse weather conditions and moderate noise levels.



SUCCESS FACTORS (KSAs)

Thorough knowledge of civil engineering principles, practices, concepts, procedures, and methods and their application to Engineering Division programs and operations.

Thorough knowledge of public works construction practices, methods and procedures.

Considerable knowledge of administrative/managerial principles, concepts, practices, and procedures.

Considerable knowledge of supervisory practices and techniques.

Demonstrated leadership and managerial skills, and interpersonal and human relations skills.

Excellent written and verbal communications skills.

Ability to recognize, analyze and define complex engineering problems; establish facts and reach valid conclusions, and determine and initiate appropriate corrective professional engineering solutions.

Ability to apply an extensive variety of complex technical engineering principles to field conditions.

Ability to interpret and apply applicable laws, ordinances, rules, regulations, policies and procedures to Engineering Division functions and activities.

Ability to instruct, direct, coordinate, manage, and supervise professional, technical and clerical support staff in accomplishing set goals and objectives.

Ability to prepare comprehensive reports and maintain Engineering Division files and records.

Ability to communicate with state and local government officials in an effective, tactful, and courteous manner.

Ability to answer inquiries and resolve serious complaints from contractors, developers, and the general public in an effective, tactful, courteous manner.

Ability to establish and maintain effective working relationships with superiors, subordinates, other City department and division heads, City officials, representatives of regulatory agencies, developers, consulting engineers, contractors, and the general public.

EDUCATION, TRAINING & EXPERIENCE

Graduation from a four-year college or university with major course work in Civil Engineering. Eight years of progressively responsible civil engineering experience, preferably at the local government level, three years of which must have been in a supervisory/ managerial capacity. Any satisfactory equivalent combination of experience and training which provides the knowledge, skills and abilities required by the position may be substituted for the required experience.

Reports to: Public Works Director



Class Code: 3065

Pay Grade: 214

FLSA: Exempt

NECESSARY SPECIAL REQUIREMENTS

Licensed Professional Engineer within the State of Illinois.

Possession of a valid Illinois Driver's License.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.