

# CITY OF HELENA



**Position Title:** City Engineer

**Department:** Engineering

**Position #:** 15501

**Grade:** 161

**EEO Category:** (02) Professionals

**FLSA:** Exempt

**EEO Function:** (15) Other

**Work Comp Code:** 8743

## **DEFINITION**

Under administrative direction, to direct, manage, supervise, and coordinate assigned Public Works professional engineering programs, activities and special projects; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

## **SUPERVISION RECEIVED**

Supervised by the Public Works Director.

## **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for assigned services and activities of the Public Works Department including the Engineering Division, special projects and related programs and functions.

Administer the professional design, construction, inspection, and testing of Public Works projects using in-house staff and consulting engineers; ensure compliance with approved plans and specifications and City standards; recommend approval of payments to contractors and consultants.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Develop and supervise the development of engineering and construction standards for Public Works facilities and utilities.

Participate in long-range planning and development of a capital improvement program for Public Works facilities; serve on planning committees; conduct meetings on improvement projects; represent the City in negotiations with other governmental agencies in regard to multi-jurisdictional projects.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director; direct the implementation of improvements.

Perform grant administration for assigned grant funded programs.

Develop and promote proposals for state and federal highway funding.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

**Important & Essential Duties cont.:**

Manage and participate in the development and administration of the assigned programs annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Develop and supervise the development of engineering and construction standards for Public Works facilities and utilities.

Serve as a liaison for the Public Works Department with other City departments and other governmental agencies; advise the Public Works Director, City officials, the public, and the media on Public Works programs and services; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Public Works programs, policies, and procedures as appropriate.

Establish public works requirements and standards; analyze civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommend approval or additional engineering conditions and changes.

Perform the full range of professional engineering duties involved in the design, planning, and implementation of public works systems; serve as project engineer on construction projects; coordinate the design and construction facilities with consulting engineers; prepare and review construction plans and specifications for conformance with City standards, regulatory standards and industry standards; review, approve, and monitor private development of public facilities such as water and sewer systems, storm drainage, major street improvements or reconstruction and traffic control devices.

Perform a variety of traffic engineering duties including day-to-day operations as well as site-specific studies for developments; coordinate traffic engineering projects with the State Transportation Department; initiate and monitor transportation plan updates.

Assist in nomination and development of local Transportation Department projects.

Initiate, develop, and implement Special Improvement Districts for construction or street lighting.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal public works engineering and administration.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or

safety committee as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Methods, procedures, equipment, and material used in various engineering design, construction, and maintenance projects.

Federal and state highway funding programs.

Advanced principles and practices of budget preparation and administration.

Financial and liability issues and processes affecting public works programs.

Principles of supervision, training, and performance evaluation.

Engineering principles and practices as applied to public works design, construction, and maintenance.

Pertinent federal, state, and local laws, codes, and regulations.

Recent developments, current literature, sources of information, and research techniques related to civil, environmental and traffic engineering.

Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment and specialized engineering and GIS applications.

Operate a motor vehicle safely

### **Ability to:**

Provide administrative and professional leadership and direction for assigned programs and services of the Public Works Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient public works programs and services.

Direct, manage, and coordinate the work of supervisory, professional, technical, clerical personnel, and consultants.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Public Works Director, and City Commission issues, concerns, and needs.

Plan, organize, and implement the City's engineering program including design and construction of transportation, utilities and facility improvements.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Lead and implement long range planning for Public Works infrastructure including transportation, drainage and utilities.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

**Ability to cont.:**

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands & Work Environment**

Essential duties require the following physical skills and work environment:

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to reach work sites; strength and stamina to walk and climb and conduct field inspections and investigations; lift and carry up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Experience and Training Guidelines:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**

Six years of responsible public works engineering experience including four years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Montana.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_