

# CITY OF HELENA



**Position Title:** Civil Engineer-Transportation      **Department:** PW-Engineering

**Position #:** \_\_\_\_\_      **Grade:** 152

**FLSA:** Non-Exempt

## **DEFINITION**

To plan, organize and supervise professional and technical engineering programs, especially in the area of municipal transportation, for the Engineering Services Division of the Public Works Department; to administer municipal infrastructure design, planning and budgeting; and to administer assigned construction projects. Provide highly responsible assistance to the City Engineer in management of the Engineering Services Division.

## **SUPERVISION RECEIVED**

General direction by the City Engineer

## **SUPERVISION EXERCISED**

Exercises indirect supervision of professional and technical engineering staff and consultants.

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

Supervise development of and updates to Greater Helena Transportation Plan including coordination with the Transportation Advisory Committee, Montana Department of Transportation, Lewis and Clark County, School District, and, various public interest groups.

Supervise CTEP grant programs and projects for enhancement of non-motorized transportation amenities.

Supervise the City's Traffic Calming Program.

Participate with the ADA Advisory Committee and Non-Motorized Transportation Advisory Council to plan and facilitate non-motorized accessibility to Helena's transportation infrastructure.

Advocate and implement transportation infrastructure improvements, motorized and non-motorized, as identified in the Greater Helena Area Transportation Plan.

Supervise and participate in the preparation of plans, specifications, cost and quantity estimates, and bid documents for public works construction projects.

Implement municipal infrastructure projects and establish such specifications and contract documents for bidding and construction.

Participate in the organization, staffing, and operational activities for the Engineering Services Division including engineering, surveying, mapping, design, construction, contract administration, construction inspection, and utility management functions.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Engineering Services Division; identify resource needs; recommend and implement policies and procedures.

Direct, coordinate, and review the work plan for the Engineering Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

**Important & Essential Duties cont.:**

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the initial planning of projects to be proposed and assist in establishing schedules and budgets.

Create, develop and implement the design of major Capital Improvement Program projects for the health and safety of city residents; and administer and monitor capital improvement program budgets.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the City Engineer; prepare and present staff reports and other necessary correspondence.

Review developer extension and expansion of municipal infrastructure to assure compliance with established engineering principles and comprehensive plan requirements.

Develop and update comprehensive master plans for municipal infrastructure to allow for orderly development.

Develop and maintain design standards and criteria.

Attend City Commission meetings, planning commission meetings and other sessions as directed.

Serve as Project Engineer in the design, planning, specification writing, bidding, construction management, contract administration, and review of a wide range of Public Works projects; ensure construction complies with codes and specifications.

Review public and private plans for conformance with Master Plan objectives.

Review subdivision, amended plat, annexation, and conditional use permit requests and ensure compliance with City and State laws and regulations.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.

Serve as City Engineer upon the request or absence of the City Engineer.

**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:**

Municipal Transportation Planning and Design including concepts of Complete Streets for use by both non-motorized and motorized transportation modes as well as aesthetic considerations.

Operational characteristics, services, and activities of a comprehensive engineering, surveying, mapping, design, construction and inspection program.

Engineering, surveying, mapping, design, construction and inspection principles and practices.

Equipment and materials used in engineering, surveying, mapping, design, construction and inspection.

Civil engineering principles, concepts, standards, and practices associated with public works programs and projects.

Principles, practices, and methods utilized in preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal infrastructure and facilities.

Occupational hazards and standard safety precautions necessary in the area of engineering construction.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Manage and coordinate the work of professional and technical personnel and consultants involved in various engineering, surveying, mapping, design, construction and inspection activities.

Select, supervise, train, and evaluate staff.

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

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

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

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**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, reach, crawl, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**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:**

Five years of responsible civil engineering experience , preferably in the area of municipal transportation . Supervisory experience desired.

**Training:**

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

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of current license as a Professional Engineer. If license is out of state, a Montana license must be obtained within 6 months of hire.

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