



Position Title:	City Engineer/Public Works Director
Department:	Public Works Department
Supervisor:	City Administrator
Supervision Exercised:	Employees of the Public Works Department
FLSA Status:	Exempt
Average Hours Per Week:	40
Position Type:	Full-Time, Benefits Eligible
Pay Grade Level:	Grade 18 (\$41.08 - \$56.91 per hour)
Location:	City Hall, 2135 South Ammon Rd.
Last Updated:	July 3, 2019

General Purpose

The principal function of the City Engineer/Public Works Director is to plan, organize, implement and manage the department's water, wastewater, streets and solid waste functions and to perform professional engineering duties including project and plan review and approval, project design and management for all capital improvement projects, and providing technical support. The City Engineer/Public Works Director shall plan, organize, implement and supervise activities related to the water system, sanitary sewer system, City streets and solid waste system. The position directly supervises the superintendent of the Water/Wastewater Division and the superintendent of the Streets/Sanitation Division. The City Engineer/Public Works Director indirectly supervises all other department staff. The work is performed under the general direction of the City Administrator but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office and outdoor environment. This position closely coordinates infrastructure activities with the Technology Director, particularly as it may relate to the fiber optic system.

Supervision Received

- Works under the supervision of and reports directly to the City Administrator.

Supervision Exercised

- Employees of the Public Works Department.

Essential Duties and Responsibilities (Illustrative Only)

- Planning, organizing, supervising, monitoring, evaluating, and coordinating daily and long-range operations of the department.
- Providing general guidance and direction to staff responsible for daily operations.
- Exercising supervision over construction inspection, survey and traffic staff.
- Preparing annual departmental and divisional budgets and monitoring expenditures to ensure conformity to fiscal objectives.
- Participating in the design of plans and specifications for public works projects.
- Directing, coordinating the operation, maintenance and repair activities of water and waste water systems.
- Working with federal and state agencies regarding requirements concerning water and waste water discharge, water quality and industrial pretreatment.
- Managing the design, survey, construction and construction inspection of all street, storm sewers, and



- other capital improvement projects.
- Overseeing the bidding of all equipment, vehicles and other necessary tools as outlined by the State of Idaho bidding rules and regulations.
 - Coordinating capital improvement projects with consultants, private contractors and affected City departments, including bidding of capital improvement projects.
 - Participating in the development of the Capital Improvement Plan in terms of project priority recommendations and project cost estimates.
 - Preparing operational guidelines for subordinate divisions and monitoring response.
 - Evaluating issues and options regarding municipal public works and making recommendations to the City Council.
 - Coordinating, reviewing and updating the sanitary sewer, water, storm drainage, and street system maps, database and comprehensive plans.
 - Hiring, training, promoting, counseling, disciplining and evaluating the performance of staff.
 - Reviewing plans and monitoring developments related to public works and utility matters and evaluating their impact on the City.
 - Representing the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities.
 - Designing or supervising the design of plans and specifications for public works projects.
 - Performing the city's professional civil engineering work and working with consulting engineers as required.
 - Working with federal and state agencies regarding requirements concerning the design of public works projects.
 - Maintain and amend, when necessary, City Standards as they relate to the Public Works and Engineering divisions of the City.
 - Supervise progress and conduct inspections of public works projects for compliance to the requirements and standards of the project.
 - Providing advisory and expert witness services to other departments on matters related to professional civil engineering.
 - Review and develop the Capital Improvement Plan in terms of project priority recommendations and project cost estimates, in coordination with the Public Works Director.
 - Attend City Council meetings as scheduled, and Planning and Zoning meetings as needed.
 - Evaluating issues and options regarding municipal public works and making recommendations to the City Council, as directed.
 - Reviewing plans and monitoring developments related to public works and utility matters and evaluating their impact on the City.
 - Operating standard office equipment, a personal computer, and related equipment;
 - Responding promptly to public and organizational needs.
 - Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, council, the general public, and other individuals or groups encountered through this position.
 - Performing all duties with regard for personal safety and that of other employees and the public.
 - Providing assistance and expertise to other City departments, agencies, and staff.
 - Performing all work duties and activities in accordance with County and Department policies, procedures and safety practices.
 - Perform the role of the City Floodplain Administrator, Certified Floodplain Manager (CFM).

Peripheral Duties



- Represent the City as a member of the Idaho Society of Professional Engineers or similar professional organizations related to this position.
- May serve as a member on various committees and boards.
- Performs other duties as assigned, consistent with this job description.

Classification Requirements

Knowledge of:

- Current civil engineering design and construction methods, materials, principles and practices;
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions;
- GIS analysis and mapping;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Contract negotiation and administration and project management methods;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices.
- Human resources management;
- Funding sources and grant opportunities.

Ability to:

- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Design and implementation of public works projects;
- Implement policies and procedures for competitive bidding in accord with State rules and regulations;
- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Make sound decisions in accordance with laws, ordinances, regulations, standards and established policies;
- Communicate effectively both orally and in writing with the public, peers, the Mayor, City Council and other City employees;
- Exercise sound judgment and generate workable solutions in problem situations;
- Produce and maintain accurate and legible reports and documents;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with elected officials, state agencies, local governments, contractors, co-workers, and the public under sometimes stressful conditions;
- Interpret and apply complex laws, regulations, standards and policies;
- Analyze and appropriately solve problems and resolve conflicts;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Acceptable Experience and Training



- Bachelor's Degree in Civil Engineering or related field; and
- Licensed as a Professional Engineer in the State of Idaho; and
- Three year's experience in designing, reviewing and assisting in implementing capital improvement projects; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a courtroom environment; to discern verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Perform essential job functions in an office or field setting that may require lifting/moving 20 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.

Tools, Equipment, and Information Technology (IT) Required for the Position

- Workstation quality desktop PC
- Office and productivity software such as MS Office, CAD, Arc GIS, and other engineering related software programs as needed.
- Mobile PC
- City provided smart phone with data tethering
- Computer and network access
- Sensus Meter Software
- IWORQs Assets and Work Order Management software
- Manager Plus Fleet Management Software
- SCADA/Ignition Software
- Cell phone
- Other technology needs consistent with this job description from time to time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works mostly in an office environment with some exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally



exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some local travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____