

CITY ENGINEER

The following job description is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Under the general direction of the Public Works Supervisor, plan, direct and review City engineering services; perform responsible and difficult engineering work in design, planning and delivery of capital projects; coordinate assigned activities with other divisions, departments and outside agencies; perform various statutory duties; provide professional and technical assistance; and perform related work as required.

Essential Functions/Major Responsibilities:

- Provides highly complex and responsible engineering support to the Public Works Supervisor; executes activities and responsibilities of a professional engineering nature as directed by state and local laws and performs related work as required.
- Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing of projects as required.
- Coordinates and/or undertakes the development or update of required planning documents including, but not limited to: Transportation Improvement Plan, Comprehensive Sewer Plan, Water System Plan, Stormwater Management Plan, and other plans involving the municipal infrastructure.
- Reviews staff reports related to engineering activities, projects, and services; presents reports to City Council, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Directs the conduct of studies; the preparation and presentation of reports regarding engineering/public works related issues and activities.
- Provide interpretation of codes, ordinances, specifications, and City policies to staff, management, consultants, and citizens.
- Confers with Planning Commission on activities that relate to Community Development, land use, and zoning.
- Oversees the City's property and right-of-way acquisitions and disposals, ensuring compliance with all applicable laws and procedures and conducting appropriate negotiations to protect the City as well as private sellers and buyers of property/right-of-way.
- Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.
- Formulates long-range plans for the community's infrastructure in conjunction with other management personnel.
- Oversee the Building Inspection Department.
- Optional but Desirable - Obtain an ICC certification as a residential and/or commercial building inspector within 1st year.

- Prepare and submit grant applications for Public Works projects.
- Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
- Develop and maintain City of Newcastle Standard Specifications and Construction Details for use on City infrastructure projects.
- Ensure the effective coordination of work and project development between engineering/design components and the operations/maintenance components.
- Also ensure effective coordination with the other Departments.
- Determine priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
- Interpret and apply relevant codes, ordinances, rules, and regulations.
- Oversee and ensure proper review of all private development proposals including subdivision and parcel maps and improvement plans.

Ability to:

- Understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to public works construction projects.
- Organize complex projects and perform digital plan checking.
- Use Microsoft Office, AutoCAD, Civil 3D, Geographic Information Systems (GIS), PDF annotators, Pavement Management Systems (PMS) and land management databases at an advanced level.
- Oversee and determine the scope of engineering projects; review and approve plans, subdivision maps, and blueprints; make technical engineering decisions, and establish technical criteria and standards.
- Communicate effectively both verbally and in writing; collaborate with a wide variety of departments and stakeholders.
- Establish and maintain effective working relationships with those contacted in the course of work including community leaders, public officials, City staff, and the general public.
- Resolve complex land development issues, and recommend and implement revisions to codes and processes to improve services and reduce risk.
- Assist in preparing and administering large and complex budgets while allocating resources in a cost-effective manner.
- Interpret and apply civil engineering standards, requirements, and specifications.
- Assist in the development and administration of department goals, objectives and procedures.
- Represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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

Experience:

- Six years of increasingly responsible professional municipal engineering experience, including two years of administrative/supervisory responsibility.

Education & Training:

- Equivalent to a Bachelor's degree from an accredited college or university in Civil Engineering.

License and/or Certificate

- Possession of a certificate of registration as a professional civil engineer in the State of Wyoming or the ability to obtain within 90 days from date of hire.
- Possess and maintain a valid Wyoming Driver's License or the ability to obtain within 30 days from date of hire.

Physical Requirements:

- Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- The employee must occasionally lift and move up to 20 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.