

CITY ENGINEER

Purpose:SUMMARY/PURPOSE

To plan, develop and managesupervise the Engineering Division in the design, construction, inspection, and repair of municipal public assets.

FUNCTIONAL AREAS:ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume administrative responsibility for the Engineering Division of the Department of Public Works & Utilities reporting directly to the Public Works & Utilities Director.
- ~~2. Formulate, implement and evaluate division policies and procedures.~~
- ~~2.~~ 2. Develop annual division budget and represent division in budget hearings including capital improvements.
- ~~3.~~ 3. Manage the Division's fleet of vehicles to include their assignment, parking, maintenance, capital replacement and budgeting for new.
- ~~4.~~ 4. Liaison with state agencies regarding administrative rules and allocation of state and federal funds.
- ~~3-5.~~ 3-5. Manage the Municipal State Aid system.
- ~~4-6.~~ 4-6. Approve and supervise division expenditures.
- ~~5-7.~~ 5-7. Ensure compliance by the division with all applicable standards, policies, laws, rules, agreements, and contracts.
- ~~6.~~ 6. Prepare and present oral and written reports and recommendations.
- ~~8.~~ 8. Supervise the office and reporting procedures, accounting and bookkeeping systems, and other office functions.
- ~~7-9.~~ 7-9. Assist in the development and implementation of new software systems and programs as they apply to the Engineering division.
- ~~8-10.~~ 8-10. Supervise the issuing of permits, including management of city right of way through vacations or easements.
- ~~9.~~ 9. Coordinate division activities with other City departments and outside agencies and contractors.
- ~~10.~~ 10. Maintain departmental communication by reporting on division activities to the Director and others on the management team.
- ~~11.~~ 11. Ensure compliance with those portions of the Home Rule Charter and Legislative Code of Duluth, and with those state and federal regulations to which the division is legally bound.
- ~~11.~~ 11. Supervise the design, construction, inspection, and repair of municipal public assets such as streets, bridges, sidewalks, traffic control devices, water and gas distribution systems, storm sewers, and sanitary sewers.
- ~~12.~~ 12. Coordinate and provide project management resources and leadership for large city and developer initiated projects that impact city infrastructure.
- ~~12-13.~~ 12-13. Assist with the development of construction cooperative agreements and memorandums of understanding which protect city interests.
- ~~13-14.~~ 13-14. Respond to petitions and discuss improvements with appropriate individuals and groups.
- ~~14-15.~~ 14-15. Direct preparation of petitions, plans, specifications, and contracts.
- ~~15-16.~~ 15-16. Provide information to the Mayor, City Council, and department heads regarding proposals, estimated costs, and progress of work projects.
- ~~16-17.~~ 16-17. Direct the advertising, opening, analysis, and awarding of bids for construction.
- ~~18.~~ 18. Direct the inspection and testing of materials and the quality of work done in all stages of construction or repair, including the final acceptance of and payment for work performed by contractors.
- ~~19.~~ 19. Ensure contractor compliance as to Davis-Bacon Act.
- ~~17-20.~~ 17-20. Assist with operational problem solving.
- ~~18-21.~~ 18-21. Represent the division to interpret objectives and proposals at City Council meetings, legislative hearings, and to public officials and private individuals.
- ~~19-22.~~ 19-22. Furnish engineering information, data, and requirements to individuals and companies who

make such requests.

~~20-23.~~ Maintain a current knowledge base of developments and legislation affecting division operations and concerns.

~~21-24.~~ Assist in formulating, implementing and evaluating departmental policies and procedures.

~~22-25.~~ Supervise appropriate personnel.

~~23-26.~~ Prioritize, schedule, and assign work.

~~24-27.~~ Effectively recommend the hire, transfer, discipline, evaluation, ~~-promotion and suspension,~~ or discharge of subordinate personnel.

~~25.~~ Establish work standards and conduct employee evaluations.

~~26.~~ Discipline assigned personnel as necessary.

~~27-28.~~ Provide for the training of employees in proper and safe work methods and procedures.

~~28-29.~~ Effectively recommend adjustments or other actions in employee grievances.

~~29-30.~~ Delegate authority and responsibilities to others as needed.

~~30.~~ Disseminate instructions and information to employees through oral and written communications.

31. Act on behalf of Public Works & Utilities Director in their absence with approval.

32. Perform other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. ~~Education/Experience & License~~ Requirements

A. Ten (10) years of verifiable street, traffic, utility or bridge engineering experience with at least four (4) years at a supervisory level.

B. ~~—~~ A. Registration as a Civil Professional Engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.

C. Possession of a valid MN driver's license or privilege by date of appointment and thereafter.

~~— B. Five years of administrative supervisory experience in a governmental engineering operation.~~

2. Knowledge Requirements

A. Thorough knowledge of the principles and practices of civil engineering, particularly as related to municipal public works engineering.

B. Thorough knowledge of construction methods, materials, and equipment as related to public works construction.

C. Thorough knowledge of accepted personnel, supervisory, purchasing, and capital improvement and operational budgetary principles and practices.

3. Skill Requirements

A. Skill in administering civil engineering operations.

B. Skill in supervising others in an open and participatory work environment.

C. Skill in presenting technical and complex information in a user-friendly way to small and large groups.

~~— D. Skill in developing and monitoring capital improvement and operational budgets.~~

4. Ability Requirements

A. Ability to plan, supervise, inspect, and personally participate in a wide variety of technical engineering, construction, and maintenance activities.

B. Ability to establish and maintain cooperative working relationships with City officials,

employees, contractors, and members of the general public.

~~B.C.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

~~C.D.~~ Ability to be tactful, courteous, and to use good judgment.

~~D.E.~~ Ability to direct concurrent work assignments.

~~E.F.~~ Ability to attend work on a regular basis.

5. Physical Ability Requirements

A. Ability to work independently to complete assignments from minimal information and general instructions

B. Ability to sit or stand for extended periods of time.

C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment.

D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.

E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds.

F. Ability to hear and speak sufficiently to exchange information in person and by telephone.

G. Ability to see to read, prepare, and proofread documents for accuracy.

H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.

~~G.I.~~ Ability to attend work on a regular basis.

HR: MC	Union: Supervisory	EEOC: Professionals	CSB:	Class No:
WC: 9410	Pay:	EEOF: St/Highways	CC:	Resolution: