



JOB DESCRIPTION

JOB TITLE:	Assistant City Engineer	FLSA:	Exempt
DEPARTMENT:	Engineering & Inspections	GRADE:	N26
REPORTS TO:	Engineering & Inspections Director	DATE:	7/1/2016
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Responsible for performing professional level engineering planning, design and construction oversight on difficult, complex and/or sensitive infrastructure construction; reviews proposals for private development with the City.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Manages City's infrastructure construction projects.
- Conducts feasibility and cost studies; develops engineering solutions to problems related to the City's infrastructure; recommends alternative approaches, including the use of contract services and the incorporation of new methods and materials.
- Review proposed plans for private residential, commercial and industrial development for conformance to codes, regulations and standards.
- Reviews permit applications and approves plans for soil erosion control and right-of-way permits.
- Researches and develops policies for department activities and operations.
- Prepares project designs, cost estimates, specifications and project schedules.
- Prepares requests for proposal and contract specifications for design and construction services; participates in the selection of contractors and administers professional service contracts.
- Administers programs or contracts with and confers with architects, engineers and construction contractors; schedules projects; provides technical oversight, reviews plans by private developers, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
- Responds to public inquiries.
- Monitors developments in equipment, materials and techniques in the civil engineering design and construction field; gathers information, develops alternatives and makes recommendations.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

ASSISTANT CITY ENGINEER

QUALIFICATIONS:

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 and/or skill required.

Education and Experience:

Bachelor's Degree in civil engineering, or a field related to the work; AND five (5) years of professional experience in civil engineering; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- State of Michigan Professional Engineer (PE) license.

Required Knowledge and Skills

Knowledge of:

- Project management principles and practices.
- Materials and techniques of public works construction and maintenance.
- Principles, practices and techniques of civil engineering and design.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Records management principles and practices.
- Principles and techniques of making effective oral presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Performing and overseeing professional level civil engineering design and construction duties.
- Project management.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Interpreting, applying and explaining complex federal, state and local laws.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Reviewing contract documents for completeness and accuracy.
- Reading and interpreting plans, specifications and contracts.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

ASSISTANT CITY ENGINEER

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office and field settings.