



Title: City Engineer

FLSA: Exempt

Salary: DOQ, minimum \$91,391

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### GENERAL SUMMARY

Under supervision of the City Manager, this position is responsible for directing, coordinating, and performing engineering services to include the review of development projects and the oversight of all public infrastructure improvements.

The position supervises the public works field operations director with administration of operation and maintenance for all public works processes. The director is responsible to ensure compliance with applicable State, Federal and local regulations relating to Water and Wastewater Operations as well as for those regulations related to Streets.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review, comment and approve civil plans relating to public and private developments within the city limits and ETJ to assure new projects comply with applicable ordinances, development agreements and acceptable design practices
- Oversee and monitor the daily operations of the Streets, Water, and Sewer Departments
- Monitor subdivision and commercial activity from design through the construction completion
- Work closely with other department heads, engineers, developers and contractors regarding public works activities and projects
- Identify infrastructure improvements necessary to accommodate projected growth and development
- Review in-progress and completed maintenance projects, establish priorities for short-term and long-term maintenance projects and coordinate implementation
- Administer the Floodplain Management Program and serve as the City's Floodplain Administrator
- Coordinate utility relocation, easement and ROW acquisitions and ROW permits
- Plan preparation for minor city-initiated public works projects
- Implement GIS through third party provider and recommend technology needs for engineering services
- Implement a stormwater master plan
- Review and update Technical Standards and Specifications Manual as needed
- Administer contracted projects for the City as directed
- Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution
- Evaluates and authorizes all repairs, equipment maintenance and repair, and vehicle maintenance and repair, anticipates maintenance needs and other services and plans for availability of equipment, personnel and materials.

- Ensures the proper instruction and training of personnel under charge in methods and procedures, proper use of equipment, preventive maintenance, and repair
- Coordinate and prepare the Public Works budgets for presentation and consideration to the City Manager and City Council, including the fiscal management of such approved budget
- Regular and timely attendance are required for this position

#### OTHER DUTIES AND RESPONSIBILITIES

- Assures accurate records relating to the repair and maintenance of water lines, sewer lines, streets, drainage and all other systems and equipment, including pump stations and lift stations maintained
- Performs onsite field inspections when conflicts and/or disputes occur
- Determines scope of engineering projects; prepares requests for proposals and contracts for consulting engineers and private contractors
- Plan, develop and implement annual maintenance programs; operating and capital budgets and monitor expenditures to ensure adherence to such
- Coordinate with consulting engineers for water, wastewater, roadway master plan updates and impact fee studies
- Provide information to and communicate effectively and amicably with other city departments, engineers, county, state, and federal agencies
- Prepares and performs verbal and written presentations to City Manager, City Staff, Boards, Commissions and City Council as required
- Attends various city administrative meetings, i.e. all City Council meetings, and other meetings as needed, including Planning & Zoning meetings
- Performs any other tasks, as required or assigned by the City Manager

#### SKILLS, KNOWLEDGE & ABILITIES

- Thorough technical knowledge of civil engineering and state laws pertaining to Public Works operations, including ability to read engineering plans
- Knowledge of regulatory practices and reporting requirements for water and wastewater operations
- Thorough knowledge of the principles of effective administration, to include planning, evaluating, directing, and supervising
- Excellent written and verbal communication skills are required with ability to communicate amicably, clearly, and concisely with other city employees, citizens, public officials, and the general public
- Ability to establish and maintain effective working relationships with employees, the City's management team, and the general public
- Ability to develop, organize and supervise the work of streets, drainage, and roadway maintenance personnel
- Maintains current knowledge of trends and developments in the field, and facilitates application of such as appropriate
- Knowledge of the materials, methods and equipment utilized in the construction, maintenance and repair of municipal streets, drainage, and roadway systems
- Knowledge of materials, methods, and equipment utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and collection systems
- Working knowledge of personal computer, including use of Microsoft Word, Excel, and Outlook

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Some tasks involve physical effort, i.e., standing and walking, or frequent lifting of items weighing between 5-50 pounds; or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- The work environment is primarily a climate controlled office setting but may include outdoors in all types of weather, walking over rough or uneven surfaces for inspections or site visits.

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

MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS

Education: Bachelor’s Degree in Civil Engineering or another closely related field

Certification: Licensed Texas Professional Engineer

Experience: Minimum ten (10) years of progressively responsible experience in the field of Engineering/Public Works, including three (3) years which shall be in a supervisory capacity, such as Assistant City Engineer/Public Works Director; Minimum of five (5) years conducting plan review and inspection of public works projects; or an equivalent combination of education, training, certifications and experience in a municipal government in Texas.

Must have a valid Class C Texas Drivers License and good driving record.

PREFERRED

- Master’s Degree or equivalent work experience desired

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Employee Signature

\_\_\_\_\_  
Date

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City Manager

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Date