



TITLE: City Engineer
DEPARTMENT: Engineering
ACCOUNTABLE TO: City Administrator
JOB STATUS: Full Time/Exempt

JOB OBJECTIVES

This position is in charge of planning, budgeting, design, development and maintenance of the City's infrastructure. The position is also responsible for assisting the Public Works department with various administrative duties.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS

- a. Oversee and direct the planning, budgeting, design, inspection and construction of the city's infrastructure/public improvements/facilities.
- b. Oversee issuance of licenses and permits related to engineering by interpreting city policy and ordinance and establishing the type of licenses needed and relevant fees.
- c. Liaison to City Council, Planning Commission, EDA, Park Commission and other local government entities regarding engineering and municipal service functions, attend city council meetings, responsible for the preparation of agenda items, meeting/workshop presentations, conduct public hearings, and resolve issues forwarded by council.
- d. Member of the city's management team which involves discussions, problem solving, decision making and actions regarding personnel, policies, customer service and a variety of city issues that range across all departments.
- e. Oversees the preparation of the engineering budget, prepare reports related to the department and advises the City Administrator of issues affecting the department and/or division.
- f. Prepares and assembles reports, long-range capital improvement programs, publications and articles for city newsletter and website.
- g. Represents the city in interactions with multiple county, state and federal agencies including MNDOT, DNR, and MPCA.
- h. Assist in the application and submission of grants and other funding opportunities to further the city's Public Works.
- i. Assist Public Works Director with other administrative duties as necessary.
- j. Work effectively with other departments/consultants: Administration, Finance, Public Works, and Community Development and external partners.
- k. Assist and conduct research for all city departments as needed.
- l. Other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree in civil engineering, 2 years' experience in municipal engineering, public works operations, and budgeting; or, an equivalent combination of education and experience sufficient to successfully perform the duties listed above. Must possess Professional Civil Engineer license.

KNOWLEDGE, SKILLS AND ABILITIES

- a. Knowledge of engineering design and construction.
- b. Excellent written and oral communication skills.
- c. Ability to work effectively in a team environment.
- d. Ability to establish and maintain effective working relationships with elected officials, City employees and the public.
- e. Knowledge of computer applications including database, spreadsheets and word processing.
- f. Skill in the use of computers.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

SPECIAL REQUIREMENTS

Valid Class D driver's license.

REVIEWED BY:

Employee

Date

Supervisor

Date