



Title: City Engineer
Department: Engineering Full-

Effective Date: 8/2/21
time, Exempt

Job Description

General Purpose

Performs a variety of professional, technical and supervisory civil engineering functions.

Reporting Relationships

Supervision Received: The City Engineer works under the general and broad policy guidance of the Community Development Director.

Supervision Exercised: The City Engineer may provide general and close supervision over Engineering Department employees.

Essential Functions

Oversees Engineering Department activities; may direct activities of personnel in the carrying out of functions; may evaluate employee work performance with assistance of appropriate supervisor; participates in and approves all personnel actions in the Engineering Department; coordinates training and education programs for the Department.

Designs city public works, community development and public facilities construction projects, including but not limited to: streets, sidewalks, storm water facilities, water and sewer lines, trails and park improvements; performs field measurements and assessments as required for the design and construction of city construction projects; assists with the acquisition of easements and rights of way for city construction projects.

Prepares bid specifications for city construction projects; provides cost estimates for city construction projects; assists with the administration of construction contracts; performs project management and construction project inspection for selected projects; acts as City Engineer signatory; reviews site plans and requests for services; reads and interprets engineering plans and specifications; meets with developers and contractors; interprets city ordinances and makes recommendations for changes; ensures compliance with all standards and regulations for the engineering functions of the City.

Coordinates engineering-related activities with other city departments and outside agencies; Works closely with other departments in carrying out of engineering functions for the City; city projects; provides staff support to other city departments as needed and/or directed.

Assists with the selection and supervision of consultant professional engineers for specialized engineering work; assists with the administration of professional service contracts.

Assists in annual budget preparation; monitors expenditures in the Engineering Department; determines

City Engineer

equipment, personnel and materials needs for the Engineering Department; assists with the preparation of the City's Capital Improvement Plan.

Participates in the long- and short-term planning activities of the City; makes recommendations to the City Manager regarding engineering issues; makes regular reports to the City Manager; reviews and prepares technical reports and studies; attends public meetings and provides recommendations and input; prepares presentation materials; represents the City in meetings with the public and other public entities.

Maintains and primarily manages the City's infrastructure improvements program.

Education and Experience

- Bachelor's degree in civil engineering or closely related field, and
- Five (5) years of experience in professional civil engineering work, including one (1) year of supervisory experience, or
- An equivalent combination of education and experience

Designation of Professional Engineer (PE)

Required Knowledge, Skills and Abilities

Considerable knowledge of the modern principles, practices, methods, materials and techniques of civil engineering as applied to private development projects and public works, utilities, and construction projects; considerable knowledge of applicable laws and codes relevant to civil engineering.

Working knowledge of project management and contract administration; working knowledge of capital improvement planning and budgeting.

Ability to use a full range of computer programs, equipment and materials as applied to civil engineering, including word processing and spreadsheet applications as well as GIS and CAD-based software programs; ability to motivate, supervise and evaluate subordinates; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, other departments and agencies, and the public.

Special Qualifications (Licenses, Certifications, etc.)

Registration as a Professional Engineer from the State of Utah at the time of appointment. Upon employment, must possess a valid Utah driver's license.

Work Environment and Physical Demands

While performing the duties of this job, the employee may work in outdoor weather conditions that may include extreme heat. The employee occasionally works near moving heavy equipment, vehicular traffic and other potentially hazardous circumstances that may require the use of safety equipment. The employee occasionally performs light labor. Tasks regularly include walking, standing, stooping, sitting, reaching, climbing and lifting. Talking, hearing and seeing are necessary for performing most essential duties. Common eye, hand and finger dexterity is required for most essential functions.

Selection Guidelines

A formal application and résumé are required; finalists will interview with the appropriate hiring

authority as designated by the city council. Applicants must pass a pre-employment drug test and background check, and upon employment, must possess a valid Utah driver's license.