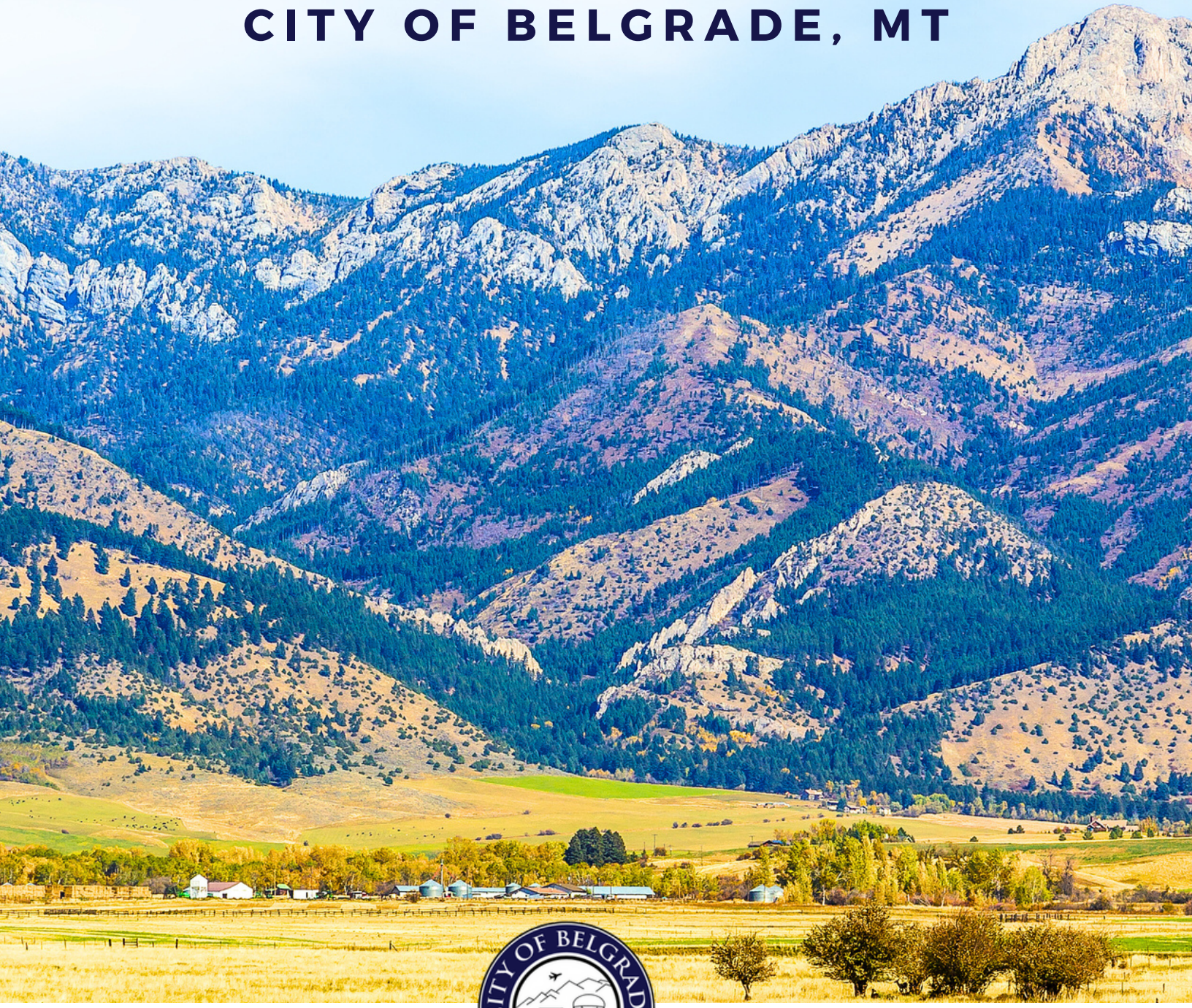


CITY ENGINEER

CITY OF BELGRADE, MT



Why Apply?

This is an exceptional opportunity to join a well-managed city and Public Works department. Director of Public Works Camaree Uljua has quickly earned a reputation as a thoughtful and capable public works professional and is now looking for a talented City Engineer to join her management team in managing the daily operation of the Public Works Department.



WELCOME TO BELGRADE



One of the fastest growing cities in Montana, Belgrade is located in the heart of the beautiful Gallatin Valley just ten miles west of Bozeman alongside the Bridger Mountain range. Belgrade offers small-town charm, Big Sky views, and easy access to world-class outdoor recreation.

Located just off Interstate 90 at an elevation of 4,454 feet, Belgrade's prime location is attracting new businesses and housing developments, as well as residents who desire a simpler lifestyle within reach of larger city amenities and the great outdoors. With a growing population of 13,000, Belgrade has become Montana's 8th largest city and the largest one that is not a county seat.

Belgrade is proud of its history as a small western town and is making conscious efforts to shape the rapid growth while holding onto its roots as a welcoming, tight-knit community. City residents enjoy a growing downtown, stock car racing at the Gallatin Speedway, an annual Belgrade Fall Festival on homecoming weekend, a local Saturday Market, excellent schools, and numerous hometown parks.

The city also boasts a 4,800 seat Special Events Center and Montana's busiest airport – Bozeman Yellowstone International Airport (BZN). The airport's close proximity is making Belgrade a desirable home base for remote workers and frequent fliers.

The region is best known for its abundant outdoor recreation opportunities, from blue-ribbon fishing in the Missouri headwaters to world-class skiing and riding at Bridger Bowl and Big Sky. Visitors also flock to the area for hiking, camping, hunting, mountain biking, and river-rafting. The famous Yellowstone National Park is just 90 miles to the south.



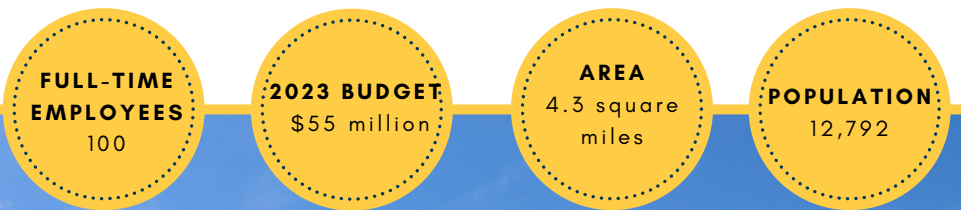


THE CITY OF BELGRADE

Incorporated in 1906, the City of Belgrade operates under a Council/Manager form of government. The City Council consists of six members serving 4-year terms with two members elected from each of the city's three wards. The Council establishes policy direction and hires a City Manager to implement this policy. Neil Cardwell was appointed City Manager in 2021. The mayor is elected in a city-wide vote for a 2-year term and Belgrade's current Mayor, Russ Nelson, has been serving since 2003.

The City celebrates Belgrade's rich history while, at the same time, striving toward a future where Belgrade residents enjoy an outstanding quality of life and businesses provide good jobs for Belgrade residents. Belgrade is a full-service city operating on a total 2023 budget of \$55 million with a team of 100 authorized FTEs. Departments include Administration, Finance, HR, IT, Community Development (Planning/Building), Police, Library, Municipal Court, Prosecution, Public Works, Facilities, and Parks & Recreation.

City Manager Neil Cardwell leads an energetic and collaborative leadership team that is driven to find innovative solutions to challenges that regularly arise in managing one of the fastest growing cities in the state. There is a current significant focus on updating policies and procedures while preparing the City and the organization for continued growth. The City fosters an environment that encourages courageous conversations and new ideas. For example, in 2022 the City Council supported a \$20/hour minimum wage for all City employees (\$41,600 annually, if exempt).



Community Vision:
"A tight-knit City full of enriching and lively gathering places where we can build a sense of community, raise our children, spend our retirement years, and share our stories."
— BELGRADE GROWTH POLICY, 2020



THE ENGINEERING DIVISION

The Engineering Division is one of four divisions of the Public Works Department: Engineering, Street Maintenance, Water, and Wastewater. The Engineering Division provides internal and external engineering services, including infrastructure planning, design, construction inspection services, administration of City infrastructure projects, and mapping of municipal infrastructure.

The Division also reviews civil site plans for residential and commercial development and subdivisions in conjunction with the Community Development Department, Gallatin County, and other agencies. The Division operates with an annual budget of \$508,000 and a team of three FTE's.



THE CITY ENGINEER

Reporting to the Director of Public Works, the City Engineer plans and supervises the regular activities of the Engineering Division. The City Engineer applies professional engineering standards to municipal preconstruction and construction projects and administers, coordinates, researches, and recommends citywide programs and plans.

Additional responsibilities include designing street and utility infrastructure systems, preparing plans and specifications, preparing bid documents and cost estimates, performing traffic analyses, and reviewing design plans, reports, and specifications to ensure compliance with City Codes, Regulations, and Standards.

THE IDEAL CANDIDATE

- Brings independent judgement, is collaborative by nature, has an open-mind, and is willing to consider alternative ideas.
- Practical experience in both design and field work and is able to work with both developers and City planners. Will be known for seeing the bigger picture.
- Excellent communication skills and is responsive to council members, the community, and City staff. Will actively listen and follow up to resolve issues.
- A high level of emotional intelligence and brings a management style that is encouraging, supporting, and mentoring.
- Can successfully work in the gray areas and not just see problems or solutions as black or white. Will be able to craft solutions without having 100% of the information.

OPPORTUNITIES & CHALLENGES

- Belgrade is transitioning from a town to a city. As such, staffing generally has not caught up with growth, which requires the Engineering Division to be strategic in the roles it takes on versus outsourcing, the level of service it can provide, and starting the transition from generalist to specialist staff roles.
- The Engineering Division needs to work on establishing greater trust and collaboration with the general public, the local developer and contracting community, and several state agencies.
- The Engineering Division is managing a heavy workload of projects, at a variety of stages (concept, preliminary engineering, construction, etc.).

EDUCATION & EXPERIENCE

- Bachelor's degree in civil engineering, civil engineering technology, or another relevant field; and
- A minimum of five (5) years of civil engineering experience, including a combination of design of municipal infrastructure and construction management; and
- A minimum of two (2) years of supervisory experience; and
- Professional Engineer License is required at time of hire. Must have the ability to obtain a Montana Professional Engineer's License within 6 months of the date of employment; or
- Any equivalent combination of knowledge, skills, and abilities necessary to perform the work may be considered.

Preferred Qualifications:

- Montana Professional Engineer License at the time of hire (must be obtained within six months of employment.)
- Familiarity with the procedures and processes of US Department of Transportation, Environmental Protection Agency, Montana Department of Transportation, Montana Department of Environmental Quality, and Montana Department of Natural Resources and Conservation, including applicable agency Codes, Regulations, and Standards is preferred.

COMPENSATION & BENEFITS

The City of Belgrade is offering an annual salary range of \$118,863.45 to \$144,849.46 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.



RESOURCES

[City of Belgrade](#)

[Public Works Org Chart](#)

[City Growth Policy](#)

[Belgrade Chamber of Commerce](#)

[Destination Montana - Belgrade](#)

TO APPLY

Apply Online: gmphr.com

First Review: **May 5, 2024**

More Info: Greg Prothman, GMP Consultants
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