



JOB DESCRIPTION

Position: City Engineer
Department: Public Works
Supervisor: Director of Public Works
FLSA Status: Exempt
Hours: Generally, Monday – Friday, 8:00 a.m. – 5:00 p.m.

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Summary of Position

The principal function of this position is to apply professional standards to plan, oversee, and manage municipal engineering projects and to administer, coordinate, research, and implement citywide programs and plans. Additional responsibilities include designing street and utility infrastructure systems; surveying; preparing plans and specifications; preparing bid documents and cost estimates; performing traffic analyses and recommendations; and reviewing design plans, reports, and specifications to ensure compliance with City Codes, Regulations, and Standards. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with department personnel, co-workers, consulting engineers, architects and other professionals, developers and contractors, government officials and agencies, and the general public.

Job Description/ Essential Duties

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

General

- Work is performed with considerable independence in judgment and decision making, with established policies, procedures, rules, regulations, and guidelines. Work is reviewed through observation, conferences, and periodic reports and for results obtained.

Project Management

- Plans, drafts, designs, recommends, and approves construction and maintenance of City streets, curbs, sidewalks, ADA requirements, traffic signals, signs and pavement markings, drainage systems, sanitary sewer systems, water systems, and other related public improvement based on City codes, regulations, and professional standards.
- Ensures projects are completed on schedule, within the prescribed budget and are constructed to the required quality standards.
- Tracks project construction and associated costs to achieve completion of projects within time and allocated funds.
- Administers professional service contracts, including managing professional services and construction contract documents, contract amendments and additional work claims, and providing overall project administration for various City projects.

- Reviews submittals for compliance with City specifications.
- Schedules and conducts pre-bid, pre-construction and progress meetings with contractors, consultants, and staff to answer questions and resolve issues.
- Processes progress payments and change orders.
- Prepares quantity and cost estimates of proposed city projects.
- Notifies property owners of property impacts and construction schedules of projects as requested and resolving property owner and citizen complaints and concerns about projects.
- Provides project oversight for the construction of contracted public works projects and infrastructure constructed through private development. Oversees assigned projects to ensure contractor compliance with plans and specifications for the project.
- Using a variety of contemporary survey equipment, establishes vertical control and determines elevations, distances, and locations as necessary for the design and inspection of construction projects.
- Prepares record drawings and associated documentation of completed projects.

Program Management

- Oversees the work and progress of consultants and construction plan development and construction cost estimates, including ensuring plan development criteria are followed, red lining plans for errors and omission, and making schedule due date adjustments as necessary.
- Keeps the City Manager informed and updated on the status of projects and assignments.
- Responsible for all phases of the public programs as assigned.

Technical Management

- Provides technical review of new development and redevelopment project design plans, reports, construction, and ensures adherence to City standards, regulations, and code.
- Provides technical review of traffic impact studies and performs traffic analyses for City Street networks.
- Prepares easements and legal descriptions and performs technical drafting.
- Coordinates, maintains, and/or assists with City geographic information systems (GIS); water, wastewater, and storm water modeling, permitting, and reporting; transportation network data management; and water rights.

Peripheral Duties

- Responds to inquiries and concerns of citizens and the business community relative to City rules, regulations, ordinances, and the status of projects in accordance with City policies.
- Provides technical support to other City Departments.

Essential Knowledge, Skills and Abilities Related to this Position:

The successful candidate will possess:

Knowledge of:

- Principles of engineering related to design and construction of municipal facilities and projects.
- Methods, materials, and inspection techniques employed in municipal construction and engineering.
- City, State, and Federal Construction Standards.
- Mathematics, algebra, geometry, and trigonometry.
- Occupational safety and health practices.
- Generally accepted construction standards and construction methods, materials, techniques, phases, practices, and procedures.
- The principles and practices of plan development and the use of all necessary drawing equipment

and software.

- Substantial knowledge of or ability to quickly learn subdivision platting processes.
- Data gathering and research technique.
- Local Ordinances, Montana Codes Annotated, and Administrative Rules of Montana.

Skill in:

- Working with property owners, contractors, and consultants.
- Communicating effectively, both orally and in writing.
- Conducting research work and preparing technical reports and documents.

Ability to:

- Operate surveying instruments, reduce, and plot field notes, and make field engineering computations.
- Operate GIS, ArcGIS, and ArcMap computer programs and utility modeling software.
- Make difficult mathematical calculations quickly and accurately.
- Develop complete and accurate plans, specifications, and construction notes.
- Effectively coordinate department services with other departments and providers.
- Effectively review and oversee the work of contractors and consultants.-
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work effectively with a wide range of people, including situations in which individuals may be upset, angry and emotionally distraught over issues involved with City activities and policies.
- Work independently with little supervision.
- Read and interpret architectural, planning and engineering designs and specifications including topographic, geological, hydrological, statistical maps, charts, and graphs.
- Develop and deliver public presentations on complex designs and municipal operations and represent the organization in a professional capacity.
- Communicate effectively with others, both orally and written, using both technical and non-technical language.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Strong computer skills including Microsoft Office Suite (Excel and Word) and the ability to learn and utilize various software and databases.
- Ability to operate computer systems effectively.
- Ability to write and present clear and concise administrative reports.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations as they relate to the position.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Must be able to make judgements necessary to identify and creatively solve engineering problems.
- Must be able to work the hours necessary to accomplish the work; attend evening meetings; travel out of town; attend workshops, conferences, seminars, and meetings during work and non-work hours; and be available on call in the event of an emergency.

Supervision Received

Works under the general supervision of the Director of Public Works or as assigned.

Supervision Exercised

Supervises Engineering department staff.

Minimum Required Qualifications (Education, Experience and Training)

- Graduation from a four-year college or university with major course work in civil engineering, construction management, and/or surveying; and
- At least four years of engineering experience in municipal projects; and
- Montana Professional Engineer License or 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.)

Special Requirements/Licenses or Certificates

- Must possess a valid driver's license and have the ability to obtain a Montana driver's license within 6 months of employment.
- Offers of employment are conditional upon satisfactory completion of a pre-employment, background check, reference checks, and driving record check.

Tools and Equipment Used

- Operates modern office machines and equipment, including personal computers, printers, copiers, scanners, telephone system and calculators. Must be able to routinely use a full range of software applications, including word processing, spreadsheets, and a variety of standard or customized software applications appropriate to assigned tasks.
- City vehicles, surveying equipment, GIS, modeling and drafting software, and instruments.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Administrative duties are performed in an office type environment. Some daily outdoor work is required in the monitoring of various field facilities and projects.
- The noise level ranges from quiet to moderate to potentially loud in construction and building areas.
- Position requires ability to work outside occasionally in construction and building areas and will be exposed to varying weather extremes.
- Duties both inside and outside that may require extended periods of walking, standing, talking, or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to touch, handle, or feel.
- Duties require occasional periods of sitting, climbing, or balancing, pulling/pushing items, and stooping, kneeling, crouching, or crawling.
- Sufficient hand/eye coordination to perform semi-skilled repetitive movements.

- Tasks require sound and visual perception and discrimination, as well as oral communications ability.
- Occasionally required to climb or balance and crawl.
- Specific vision abilities required include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.
- Hazards are minor and controllable, but rarely may include exposure to high precarious places, toxic or caustic chemicals, and risk of electric shock, cramped quarters, human error, and angry/hostile humans.
- While performing the duties of the job, the employee is regularly required to use written and oral communication skills, read, and interpret complex data, information and documents, analyze and solve difficult problems, use statistical/mathematical reasoning, perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks and work with constant interruptions and interact with officials and the public.
- Must be able to occasionally lift and/or move up to 75 pounds.

Behavioral Expectations

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other's perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City.
- Employee's performance does not fall below average in quantity or quality in relation to the requirements of the job.

Additional behavioral expectations for Supervisory staff:

- Supervisor manages all subordinates fairly and consistently and without favoritism or prejudice.
- Supervisor works as a neutral party to mediate difficult employee relations and/or gets HR involved when necessary.
- Supervisor exhibits behaviors that are consistent with the City's core values.
- Supervisor listens actively and empathetically to the views of all staff and the public.
- Supervisor responds to all reports of unethical behavior or conflicts of interest and gets HR involved when necessary.

Safety Related Duties

- Follow the City's and department's work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.

- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to supervisor as appropriate.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully, with or without reasonable accommodation.