

# Job Description



**Title: City Engineer/Water  
Utility Superintendent**  
Department: Engineering  
Reports to: City Administrator

Classification: Exempt  
Affiliation: Management and  
Administration  
Date: 8/15/2017

## GENERAL POSITION SUMMARY

This is an administrative management position operating under the general direction of the City Administrator. The employee occupying the position is responsible for managing general engineering operations, "public works/city" contracts, and the planning, design and construction of capital and maintenance projects associated with utilities, streets, and all other city facilities and functions. The city engineer will manage the Water Treatment and Water Environment Facilities and provide engineering services to other city departments in addition to the public.

## ESSENTIAL JOB FUNCTIONS

1. Responsible for assisting and preparation of departmental and capital budgets. Assists other departments in budgeting capital projects and operations/maintenance budget activities.
2. Review and analyze utility rates in rate study projects.
3. Develop work plans and labor/equipment needs for various departments.
4. Plans, organizes, coordinates, supervises and evaluates projects, programs, services, staffing, equipment and infrastructures related to various city government operations.
5. Works with the Building Department in comprehensive planning and other development related analysis.
6. Works with various state agencies regarding transportation and development programs.
7. Provides engineering support for all departments.
8. Provides review and guidance specifically to the Building Department to assist with development review, building code enforcement and other engineer related matters.
9. Review and approve engineering standard details and standard policies.
10. Review and approve infrastructure projects associated with development activity.
11. Participates in the development of city code as it relates to engineering and state laws.
12. Attends City Council meetings as needed or directed and represents the City on various commissions, committees and at meetings with the public and governmental agencies relative to engineering. Prepare and present information to the City Council at work sessions and council meetings.
13. Oversees the preparation of engineering plans and specifications, bidding, competency of contractors, and the selection criteria for public contracts in the assigned areas of responsibility.
14. Oversees project management for the construction of Public Works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters of the projects.

15. Coordinates the preparation of reviews and updates to the sanitary sewer, water, storm drainage, and street system maps, data base/geodatabase/GIS, and comprehensive plans.
16. Responds to the public or other inquiries relative to department policies and procedures in the assigned areas of responsibility.
17. Maintains regular contact with consulting engineers, construction project engineers, government agencies, professional and technical groups, and the general public regarding Public Works activities and services in the assigned areas of responsibility.
18. Works with local and regional agencies in a manner that fosters collaboration.
19. Assists with grant applications and management of grant process from application through project completion.
20. Manage the Water Treatment and Water Environment Facilities.

### **SUPERVISORY RESPONSIBILITY**

This position is the immediate supervisor of the following positions:

1. Consulting engineering firm(s)
2. Employees of the Water Treatment and the Wastewater Treatment Facilities.

### **INTERPERSONAL CONTACTS**

1. This position will interact daily with the department managers, department directors and other city staff.
2. This position will have contact with the Mayor and Council in work sessions, meetings, and city council meetings. Staff presentations to council will occur on a regular basis.
3. This position is an integral part of the Public Works management team.
4. This position will interact frequently with the planning and building department concerning development activities and long range planning.

### **PHYSICAL AND MENTAL CAPABILITIES**

The person holding this position shall have the following abilities, knowledge and experience:

1. Ability to sit for extended periods of time and intermittently able to move, stand, kneel down, stoop, bend at the waist, twist at the waist, walk, and drive a passenger car or pickup truck.
2. Ability to speak and exchange information as well as the ability to see, including close vision.
3. Ability to research and gain knowledge of applicable City policies, ordinances, local, state and federal laws including statutory knowledge of the City Engineer's responsibilities.
4. Understand construction and maintenance of complex Public Works projects.
5. Knowledge and experience of principles and practices of civil engineering and traffic and utility engineering.
6. Technical aspects of the various programs requiring engineering services.
7. Conduct necessary engineering research and compile comprehensive reports.
8. Apply judgment and discretion in resolving problems and interpreting policies.
9. Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
10. Perform occasional manual labor as part of training and or assistance with public works projects

## **JOB CONDITIONS**

The work is a balance of tasks performed in an office environment, trips to job sites and entering confined spaces (which may include harsh conditions). The City Engineer will also work with various city offices and other agency offices.

## **QUALIFICATIONS**

1. Graduation from a four-year college or university with a degree in engineering.
2. Minimum of three years of previous municipal engineering experience including project management.
3. Knowledge and experience of principles and practices of civil engineering.
4. Must possess a valid Iowa driver's license and have a driving record acceptable to the City's insurance carrier.
5. Registration as a Professional Engineer in the state of Iowa.
6. Experience with municipal operations and water/wastewater utilities is beneficial.
7. Ability to obtain a Grade II Water Distribution License within three years of employment.

***The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***