

**CITY ENGINEER**

**Summary**

The purpose of this classification is to provide administrative, managerial, leadership, technical/ specialized work functions associated with directing, planning, developing, organizing, implementing, and overseeing the city’s total engineering activities and operations. This position is also responsible for developing and implementing long range plans, policies and procedures for the department listed above.

**DUTIES AND RESPONSIBILITIES**

* Plans, coordinates, and oversees daily operations and activities for the Engineering department~~,~~ supervises and evaluates assigned professional, technical, and administrative personnel; processes employee concerns and problems, directs work, counsels, recommends disciplinary action and completes employee performance evaluations.
* Develops and implements immediate and long-range plans, establishes departmental goals and objectives; consults with Mayor, City Council, City Administrator and other regulatory agencies; implements city and departmental rules, regulations, and policies.
* Serves or designates personnel to serve as the city’s Floodplain Program Administrator.
* Creates, coordinates, and develops long range Transportation plans, designs, and as needed or directed represents the City as its staff designee in the Tuscaloosa County Road Improvement Commission, or other various local regulatory agencies and or organizations.
* Works in coordination with the Director of Public Works, Utilities and other Staff Engineers to prepare and review annual budget, monitor expenditures, and revise as necessary.
* Works in coordination with the Director of Public Works, Utilities Director and Staff Engineer or other city staff to process documentation pertaining to payroll and personnel.
* Creates and maintains positive public relations with the general public; provides education on engineering issues; interacts with the media.
* Assists in planning and coordinating the design and construction of all infrastructure and public services projects including streets, sidewalks, sewer systems, bridges, parks and drainage structures; assists in planning and coordinating the Capital Improvement Projects; assists with providing construction management for city contractors.
* Confers with various administrative officials and public groups on proposed public work programs.
* Confers with engineering staff on proposed and current infrastructure and public services project and improvements; participates in project design review with staff, consultants, contractors, utility companies, government regulatory agencies and other city departments to ensure compliance with scope, budget, and schedule; assists in coordinating the funding of various infrastructure and public service programs involving federal, state, and local expenditures.
* Conducts on site review of infrastructure and public services construction projects with engineering staff and contractors to review progress, resolve conflicts and ensure compliance with plans and specifications.
* Prepares and supervises preparation of regular and special reports relative to the design, construction and funding of infrastructure and public services projects and programs to ensure compliance and fiscal responsibility.
* Approves and provides direction for the lighting of residential and major streets.
* Trains, assigns, reviews, and evaluates the work of professional, technical and clerical staff.
* Supervises, participates, or manages special studies and projects related to infrastructure and public services development.
* Develops effective and efficient and enforces municipal construction standards.
* Attends City Council meetings, Department Head Meetings, and Public Hearings and serves on committees as required. Represents the department in the Planning and Zoning Commission and Zoning Board of Adjustment meetings as necessary.
* Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and new standards in technology; reads professional literature and maintains professional affiliations.
* Recommends policies and procedures that guide and support the provision of quality services by the department.
* Incorporates continuous quality improvement principles in day to day activities.
* Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
* Must meet regular attendance requirements.
* Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.
* Performs other related duties as required.

**Minimum Qualifications**

* Bachelor’s degree in Civil Engineering required, Master’s degree preferred;
* Must have ten or more years of progressively responsible experience to include managerial/supervisory experience in civil engineering; state or local government experience is preferred.
* Must possess and maintain a State of Alabama Professional Engineering (P.E.) license.
* Must possess and maintain a valid driver’s license.

**Knowledge, Skills, and Abilities:**

* Thorough knowledge of the principles and practices of Civil Engineering design, construction and inspection.
* Thorough knowledge of general construction practices, particularly as they relate to municipal improvement projects.
* Thorough knowledge of subdivision design principles and practices.
* Thorough knowledge of the principles of land surveying as it relates to civil engineering design and construction, and property and easement descriptions and acquisitions.
* Thorough working knowledge of computers, computerized mapping and geographic information systems, and associated software as they relate to the field of civil engineering design and public works maintenance.
* Thorough knowledge of the principles and practices of urban planning, particularly as they relate to municipal infrastructure.
* Thorough knowledge in the methods, procedures and practices of municipal assessments.
* Extensive knowledge of other, related fields of engineering and architecture.
* Extensive knowledge of state and local laws, particularly as they relate to Engineering.

* Ability to research and prepare detailed engineering reports regarding proposed municipal improvements and operations and to effectively express ideas and concepts in a clear and precise manner, both orally and in writing.
* Ability to establish and maintain effective working relationships with government officials, the general public and other employees.

* Ability to use sound professional engineering practices in making recommendations for action by the City Council and/or City Administrator.

* Ability to supervise in an impartial, but firm manner.
* Ability to organize and formulate effective maintenance and construction programs for the City’s infrastructure, working with large groups of employees from various technical, non-technical and professional fields in the accomplishment of these tasks.
* Must be able to maintain regular attendance on the job.

**Physical Characteristics:**

* Must be able to move freely around public infrastructure sites.
* See well enough to read text on a computer monitor.

* Effectively operate a keyboard and computer drafting equipment.