



## CITY ENGINEER

SALARY RANGE: \$94,921 - \$151,874

**General Statement of Duties:** Performs difficult managerial, technical, and professional engineering design, plans review and project management oversight work for the City; administers storm water and watershed regulations.

### DISTINGUISHING FEATURES

An employee in this class plans and directs engineering services in the City; enforces storm water regulations; administers engineering contracts; coordinates work with Public Works and City Management, other agencies and other departments; maintains records and files; and prepares reports. The employee directs plan review, site inspection, project design and construction-industry relations functions to assure quality construction projects for the City. Work involves managing the day to day and long-term activities of the engineering; tracking projects; reviewing plans; designing and overseeing the design of new and replacement projects and other design projects in support of other City departments; ensuring all necessary permitting is obtained for projects; managing permit and legal compliance; and overseeing the technical work of contracted engineers and assuring preparation of reports and engineering records. Work may also include administration functions such as budget planning and administration, and coordination with the construction industry and other City departments and divisions. Work may subject the employee to environmental conditions including working in both inside and outside environments, extreme temperatures, and construction noise and hazards. Work is performed under general supervision.





## ESSENTIAL DUTIES AND TASKS

Plans, organizes, and directs the work of engineering activities to provide timely, thorough, and effective response to construction within the City.

Supervises and participates in the preparation of construction plans, bid packages, design criteria, analysis, specifications, plans, rights of way maps, investigations, cost estimates, and tabulation of contract bids for construction projects; reviews contract payments; establishes schedules for work; recommends selection of contractors.

Oversees and participates in capital improvement process engineering design of infrastructure for the City; coordinates design needs with other departments, other related staff, and citizen user needs; insures designs meet long term quality and functionality as well as regulatory requirements; updates and applies City engineering standards to achieve desired outcomes. Liaises with North Carolina Department of Transportation on projects as necessary.

Oversees the process of obtaining rights-of-way.

Oversees storm water and sediment control plan review, site inspection and handling of citizen complaints.

Assists with the City's compliance with National Pollutant Discharge Elimination System (NPDES) permits.

Reviews applications for development permits; ensures development plans are in compliance with applicable ordinances, codes, and regulations.

Reviews and approves plans for proposed subdivisions and planned unit developments.

Maintains files and records; prepares reports.

Makes field visits to observe and collaborate with staff, meet construction industry officials, observe construction quality and community impact.

Develops special projects, strategies, designs or other activities to support City and departmental management; researches issues, prepares reports; advises management, construction industry, elected officials and others on related matters.





## KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of engineering principles and practices as applied to land development and related to design and construction of infrastructure.

Comprehensive knowledge of NC Department of Transportation Manuals and Construction Specifications and Water and Sewer design manuals.

Comprehensive knowledge of State and Federal Environmental Quality regulations as they relate to public infrastructure projects.

General knowledge of ArcGIS ESRI, AutoCAD, AutoCAD Civil 3D Microsoft Office, and Adobe Professional and the ability to comprehend and utilize other city owned software programs.

Thorough knowledge of related laws, ordinances, codes, and regulations affecting utility, public works, and building construction by the City or by contractors.

Considerable knowledge of the state building code and ability to interpret.

Considerable knowledge of effective supervisory practices related to employee communication, motivation, performance coaching and evaluation.

Considerable knowledge of municipal personnel, budgeting, and purchasing policies and practices.

Ability to present technical information and communicate effectively, both orally and in writing.

Ability to read and interpret laws, codes, ordinances, plans, specifications, and blueprints and to compare and interpret them with various aspects of construction in progress.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; skill in the use of civil engineering instruments.

Ability to establish effective working relationships with public officials, engineers, contractors, developers, construction workers, the general public, and other employees.

Ability to prepare and conduct effective public presentations; and to read and prepare complex records and reports.





## DESIRABLE EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a degree in civil engineering or closely related field and considerable related engineering and construction experience or an equivalent combination of education and experience. Prefer some supervisory experience.

## ADDITIONAL REQUIREMENT

Performs related duties as required.

## JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, standing, walking, pulling, lifting, grasping, fingering, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to maintain records and reports, review maps and drawings, inspect work for quality of methods and materials, operate a computer terminal and use measuring devices.

## SPECIAL NOTE

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.





## SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.  
Registration as Professional Engineer in North Carolina.

## BENEFITS

Medical, Dental, Vision, Life, Retirement, 401K, Employee Assistance Program, Sick Leave, Vacation, Holidays, Wellness Program

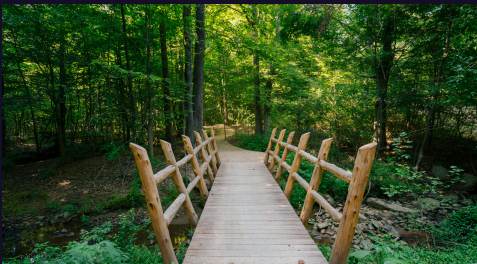
## HOW TO APPLY

Interested individuals are encouraged to apply online using the link below:

<https://www.cityofbelmont.org/jobs>

Pre-employment drug screening is required. Position is open until filled. Equal Opportunity Employer.

If you have questions, contact the Human Resources Director, Hannah Rayburn, at [hrayburn@cityofbelmont.org](mailto:hrayburn@cityofbelmont.org).





## CITY INFORMATION

1401 E. Catawba St, Belmont, NC 28012

Established: 1895

Population: 15,010

Number of Full Time Employees: 185

## CITY COUNCIL MEMBERS

Mayor: Richard Turner

Mayor Pro Tem: Jim Hefferan

Councilman: Charlie Hill

Councilwoman: Kathryn Lewis

Councilman: Jason Rumpfelt

Councilman: Alex Szucs

## MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

## DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and craft breweries in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

## RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

## COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

## CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.

