



POSITION DESCRIPTION

City Engineer

\$80,000-115,000

GENERAL PURPOSE

As a key member of the Development Services team, City Engineer reports to the Development Services Director, while also working closely with the Public Works Department. Directly responsible for supervisory and administrative duties in planning, coordinating, and implementing a wide variety of municipal engineering programs and projects for the City. Organizes and manages capital improvement projects including water, wastewater, street, drainage, and rail. Reviews land development and improvements to public infrastructure, including water, sewer, streets, and drainage facilities.

SUPERVISION

This position supervises personnel on contract and may supervise employees in the future as the City adds additional staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, and direct the activities of employees and contractors engaged in engineering and inspection of street and drainage projects.
- Plan, organize and direct the activities of employees engaged in activities of Right-of-Way real estate transactions, and Right-of-Way construction management.
- Select, train, and supervise personnel directly or through subordinate supervisors, establish performance standards, evaluate the performance of subordinate staff, and establish work priorities, goals, objectives, and schedules.
- Develop and administer public relations effort to inform citizens or internal staff or services provided and promote effective citizen and staff relations.
- Prepare plans and specifications for streets or drainage projects.
- Prepare agenda items for the engineering functions for City Council meetings.
- Review subdivision and other development documents.
- Attend Planning and Zoning Commission meetings and City Council Meetings and advise elected and appointed officials on engineering related matters.
- Confer with developers concerning drainage and paving improvements.
- Coordinate projects with Highway and County Engineering Staff and the Public Works Department.
- Acts as Floodplain Administrator and the main point of contact for drainage-related questions on development and capital improvement projects.
- Plans, directs, and coordinates engineering design and construction of public infrastructure projects as part of the Capital Improvement Program.
- Provides team leadership in the preparation of plans, contract documents, and specifications.
- Serves as project manager on engineering contracts for special studies and/or project design, and on issues relating to modifications or amendments to public policy issues.
- Estimates cost of proposed projects to aid in determining priorities, and project feasibility, and to ensure orderly disbursement of public funds.



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- Participates in the master planning of infrastructure needs for the City.
- Reviews and modifies design guidelines, construction specifications, and construction details.
- Responsible for modifications to various ordinances.
- Reviews development proposals for compliance with city regulations and communicates these regulations to developers.
- Reviews and approves engineering designs, reports, plans, and specifications for infrastructure improvements for public and development projects.
- Implements departmental policies and assists in determining department policies and budgetary needs.
- Other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor of Science degree in civil engineering or related field;
- Four (4) years of civil engineering experience;
- Valid driver's license;
- Current Texas Professional Engineer License or the ability to obtain within 6 months from date of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration
- Knowledge of city policies and procedures
- Contracts, agreements, plans, specifications, and procedure associated with public works projects.
- Principles and practices connected with budget preparation, administration, and financial management of a professional services contract.
- Computer aided drafting and design software, Geographic Information Systems (GIS), and Pavement Management Systems (PMS)
- Principles of supervision, training, and performance evaluations
- Pertinent federal, state, and local laws, codes, and regulations
- Ability to communicate effectively and efficiently to communicate ideas, facts, and technical information accurately, thoroughly, and in an easily understood manner.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, presentation, analytical, and publishing software (Word, Excel, PowerPoint, etc.); enterprise financial software, 10-key calculator; telephone, copy machine, fax machine, and other occupation-related business equipment as needed.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office environment and at various inspection sites. May be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.



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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.