



## City of Ames Municipal Engineer

<b>SALARY</b>	\$45.58 - \$69.09 Hourly \$94,806.00 - \$143,714.00 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-1122-01
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Public Works Engineering
<b>OPENING DATE</b>	06/24/2024	<b>CLOSING DATE</b>	7/14/2024 11:59 PM Central
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	MERIT
<b>RESIDENCY REQUIREMENT?</b>	No		

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Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

Under general administrative guidance, leads, manages and directs the operations of the Engineering division of the Public Works Department, including:

- professional engineering supervision for capital improvement project design, construction, and contract administration
- oversight of city-wide geographic information system (GIS)
- leadership and direction of the NPDES MS-4 permit activities and compliance

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

### Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is

\$119,260 annualized.

### **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

### **Examples of Essential Job Functions**

Plans, organizes, manages and evaluates the activities of the Engineering Division. Examples of essential job functions include:

- Prepares, controls and justifies budgets for Engineering Division programs, including both capital and operating budgets.
- Prepares and implements the Capital Improvement Program
- Collaborates with other Divisions and Departments on budget preparation and project development.
- Coordinates consultant contracts for specialized services.
- Coordinates planning, design and construction with private property owners, other utilities, governmental agencies, contractors, and consultants.
- Manages, directs and assigns major project observation and inspection.
- Provides engineering design and inspection services to other departments.
- Assists staff with planning public outreach meetings regarding project and permit related issues and attends as necessary.
- Oversees Engineering Division management of the GIS systems.
- Reviews proposed developments and site plans to determine impacts on existing infrastructure systems; maintains electronic records on utility locations, annexations, city maps and miscellaneous plats.
- Evaluates performance for employees.
- Responds to citizen concerns and questions.
- Serves in a key role on the Public Works Department leadership team, demonstrating and developing a teaming environment across the Department.
- Attends City Council meetings and provides technical guidance for City Council on issues related to work activities.
- Serves on various technical committees, including the Ames Area Metropolitan Planning Organization Transportation Technical Committee
- Performs related duties as required or assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: Provides engineering services to other departments; supervises Engineering Division's involvement with GIS systems; performs related duties as assigned.

### **Qualifications**

Education and Experience: Bachelor's degree in civil engineering or a closely related area; five years of professional civil engineering experience, including the supervision and management of public and traffic engineering projects; or an equivalent combination of education and experience.

Preferred qualifications: Experience working as an engineer for a municipal agency.

Licenses and Certificates: Registration as a Professional Engineer in the State of Iowa within six months of appointment. Valid State of Iowa driver's license.

Knowledge, Skills, and Abilities: Comprehensive knowledge of the principles and practices of civil, structural, and public works engineering; considerable knowledge of field engineering, including surveying, inspection and construction practices; knowledge of public works construction and maintenance methods, materials and equipment; knowledge of local, state and federal design codes and standards that affect project development in street, sanitary sewer, water distribution, drainage, and other miscellaneous projects; knowledge of the principles and practices of supervision and management of personnel and projects.

Skill in the application of current civil engineering and administrative techniques and methods to practical operating problems; skill in effective oral and written communication; skill in planning, organizing, managing, and directing the activities of the engineering technical work force; skill in responding to citizen inquiries; skill in the administration, management, and delivery of capital projects.

Ability to design various improvements and structures such as streets, storm drains, sewers, reinforced concrete structures; ability to prepare clear, comprehensive technical reports and evaluations of engineering problems; ability to plan, schedule, and effectively direct the work of subordinate staff; ability to establish and to maintain an effective working relationship with employees, contractors, developers, and citizens in order to develop and implement construction and maintenance projects; ability to work with and in teams to accomplish assigned tasks and duties.

## **Supplemental Information**

General Physical Characteristics: The work involves sitting 50 percent of the time; sitting and using arm/leg controls 10% of the time; standing (but not walking) 20 percent of the time; standing and walking 20 percent of the time; routinely lifting objects under 10 pounds; and infrequently lifting objects over 10 pounds.

Required Physical Activities: Climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, finger dexterity, feeling, talking, and hearing.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Environmental Conditions: The worker is subject to both inside and outside environmental conditions, noise, and atmospheric conditions that may affect the respiratory system. May have occasional exposure to noise, vibration, and extreme cold or heat.

Equipment Used on the Job: A variety of general office equipment, telephone, two-way radio, computer hardware, software, and related equipment, automobile or pickup truck, a variety of printed materials, filing cabinets.

**Selection Process:**

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

Depending on the number of qualified candidates, the City may forego phone interviews.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

**Municipal Engineer Supplemental Questionnaire****\*QUESTION 1**

**Do you possess or can you obtain a Professional Engineer license within 6 months of hiring?**

Yes

No

**\*QUESTION 2**

**2) How many years of supervisory experience do you have?**

**\*QUESTION 3**

**3) Describe your experience designing infrastructure plans using SUDAS and/or Iowa DOT specifications.**

\* Required Question