

CITY ENGINEER

Department: Development Services
Reports to: City Manager
Hiring Range: \$68,425.76 - \$79,682.72
FLSA Status: Exempt

JOB SUMMARY

The City Engineer is responsible for providing engineering expertise to all departments of the City of Athens. The City Engineer reviews engineering related ordinances and other City documents; provides engineering consultation to the Mayor and City Council, community and business groups; and, at the direction of the City Manager, is responsible for the City's capital improvement program, construction contracts, and relations with engineering consultants, contractors, TxDOT State agencies, and other organizations. This position represents the City at community meetings and with other organizations. In addition, the City Engineer will manage all new capital improvement construction projects. This individual will be assigned other duties as needed by the City Manager.

QUALIFICATIONS

Education and Experience:

A Bachelor's degree in Civil Engineering is required. Must be a registered/licensed professional engineer in the State of Texas or have the ability to become licensed in the State of Texas within one year. Experience in engineering design, public works construction, project management, and floodplain management is required.

Requires a minimum of three (3) years of progressively responsible work experience in a comparable environment (City, County, or TxDOT engineering experience).

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of civil engineering and public works.
- Knowledge of construction methods and techniques as related to road, drainage, and utility work.
- Knowledge of construction contract compilation and management.
- Knowledge of cost estimate preparation for public works projects.
- Knowledge of floodplain management
- Knowledge of principle and practices of land surveying
- Knowledge of GIS mapping.
- Knowledge of applicable laws and regulatory codes related to development and construction of public works projects.

- Knowledge of occupational hazards and standard safety precautions necessary in the work.
- Knowledge of Local Government Code procurement regulations.
- Skill in effective oral and written communication.
- Skill in conducting inspections of public works projects.
- Skill in planning, developing and implementing development guidelines and best practices.
- Skill in resolving citizen complaints and concerns.
- Skill in establishing and maintaining effective working relationships.
- Skill in AutoCAD or similar drafting program.
- Ability to review plans and specifications for projects.
- Ability to accurately draw project plans.
- Ability to perform complex mathematical problems.
- Ability to analyze complex problems and determine potential solutions.
- Ability to work well in stressful situations.
- Ability to inspect projects, record findings and documents situations.

ESSENTIAL JOB FUNCTIONS

Essential functions may include any of the following representative duties. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Engineering

- Coordinate the design, bidding and construction of public works projects with other department heads and/or consulting engineers.
- Review development plans, plats and sites plans for compliance with City standards.
- Manage the City of Athens floodplain and issue floodplain permits when necessary.
- Work closely with TWDB, TCEQ, ACOE, THC and TxDOT to ensure regulatory compliance.
- Design project when feasible.

Public Relations

- Respond to the complaints and requests for information.
- Represent the City in meetings with individuals, community groups, professional organizations, and leaders to determine needs and issues of the community.

Other Duties

- Prepares presentations, training, statistical analysis and management level reports as needed.
- Travels to attend meetings, conferences and training.
- Ensures required reports are submitted to regulatory entities.
- Performs other related duties as assigned by the City Manager.
- Regular and consistent attendance for the assigned work hours is essential.

PHYSICAL REQUIREMENTS

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May require standing, sitting, walking, climbing stairs or ladders.
- May be subject to lifting, carrying, bending, reaching, kneeling, pulling, and crouching.
- Must be able to sit or stand for extended periods of time.
- Must be able to walk on uneven ground, across construction sites and in undeveloped parcels of land.

WORK ENVIRONMENT

- Must be able to work in outdoors and in an office setting.
- Must be able to work in stressful situations.
- May be exposed to varying conditions associated with providing engineering services.

OTHER ASPECTS OF THE JOB:

This position requires extensive engineering principles and practices as related to a municipal government. Must have and maintain a valid Texas Driver's License. Must have and maintain a satisfactory driving record. Punctuality and regular attendance are required. Must satisfactorily complete a one-year probationary period.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hour, etc., should be directed to the immediate supervisor.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.