

CITY ENGINEER

Purpose: To supervise the Engineering Division in the design, construction, inspection, and repair of municipal public assets.

FUNCTIONAL AREAS:

1. Assume administrative responsibility for the Engineering Division of the Department of Public Works and Utilities.
 - * A. Formulate, implement and evaluate division policies and procedures.
 - * B. Develop annual division budget and represent division in budget hearings.
 - * C. Approve and supervise division expenditures.
 - * D. Ensure compliance by the division with all applicable standards, policies, laws, rules, agreements, and contracts.
 - * E. Prepare and present oral and written reports and recommendations.
 - * F. Supervise the office and reporting procedures, accounting and bookkeeping systems, and other office functions.
 - * G. Supervise the issuing of permits.
 - * H. Coordinate division activities with other City departments and outside agencies and contractors.
 - * I. Maintain departmental communication by reporting on division activities to the Director and others on the management team.
 - * J. Ensure compliance with those portions of the Home Rule Charter and Legislative Code of Duluth, and with those state and federal regulations to which the division is legally bound.

2. Supervise the design, construction, inspection, and repair of municipal public assets such as streets, bridges, sidewalks, traffic control devices, water and gas distribution systems, storm sewers, and sanitary sewers.
 - * A. Respond to petitions and discuss improvements with appropriate individuals and groups.
 - * B. Direct preparation of petitions, plans, specifications, and contracts.
 - * C. Provide information to the Mayor, City Council, and department heads regarding proposals, estimated costs, and progress of work projects.
 - * D. Direct the advertising, opening, analysis, and awarding of bids for construction.
 - * E. Direct the inspection and testing of materials and the quality of work done in all stages of construction or repair, including the final acceptance of and payment for work performed by contractors.
 - * F. Assist with operational problem solving.
 - * G. Represent the division to interpret objectives and proposals at City Council meetings, legislative hearings, and to public officials and private individuals.
 - * H. Furnish engineering information, data, and requirements to individuals and companies who make such requests.
 - * I. Maintain a current knowledge base of developments and legislation affecting division operations and concerns.
 - * J. Assist in formulating departmental policies and procedures.

3. Supervise appropriate personnel.
 - * A. Prioritize, schedule, and assign work.
 - * B. Effectively recommend the hire, transfer, promotion and suspension or discharge of subordinate personnel.
 - * C. Establish work standards and conduct employee evaluations.

- * D. Discipline assigned personnel as necessary.
- * E. Provide for the training of employees in proper and safe work methods and procedures.
- * F. Effectively recommend adjustments or other actions in employee grievances.
- * G. Delegate authority and responsibilities to others as needed.
- * H. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS

1. Education/Experience & License Requirements:

- ◆ A. Registration as a Civil Engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.
- ◆ B. Five years of administrative supervisory experience in a governmental engineering operation.

2. Knowledge Requirements:

- ◆ A. Thorough knowledge of the principles and practices of civil engineering, particularly as related to municipal public works engineering.
- ◆ B. Thorough knowledge of construction methods, materials, and equipment as related to public works construction.
- ◆ C. Thorough knowledge of accepted personnel, supervisory, purchasing, and capital improvement and operational budgetary principles and practices.

3. Skill Requirements:

- ◆ A. Skill in administering civil engineering operations.
- ◆ B. Skill in supervising others.
- ◆ C. Skill in presenting technical and complex information in a user-friendly way to small and large groups.
- ◆ D. Skill in developing and monitoring capital improvement and operational budgets.

4. Ability Requirements:

- ◆ A. Ability to plan, supervise, inspect, and personally participate in a wide variety of technical engineering, construction, and maintenance activities.
- ◆ B. Ability to establish and maintain cooperative working relationships with City officials, employees, contractors, and members of the general public.
- ◆ C. Ability to be tactful, courteous, and to use good judgment.
- ◆ D. Ability to direct concurrent work assignments.
- ◆ E. Ability to attend work on a regular basis.

* Essential functions of the job

- ◆ Job requirements necessary on the first day of employment

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