

**CITY OF PRICE
CLASS SPECIFICATION**

TITLE: City Engineer
DIVISION: Engineering
DEPT: Public Works

GRADE NUMBER: 21
FLSA: Exempt, Salaried
EFFECTIVE DATE: 8-26-21

GENERAL PURPOSE

Provides a variety of working level professional and technical duties related to civil engineering, design, planning, estimating, budgeting, material specifications, contract preparation, construction, inspection, testing, computer aided design, mapping, surveying, geographic information systems, development review, land use and zoning codes, that affect the City's interests.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Works Director.

SUPERVISION EXERCISED

As assigned.

EXAMPLES OF DUTIES

Promotes and follows the City's mission statement, values, and expectations.

Plans, coordinates and accomplishes a variety of planning, design, management, and administration projects related to all aspects of city infrastructure and public works including: water resources, supply, treatment, transmission, storage and distribution, fire flows, water conservation, water rights, sewer collection, hydrology, surveying, hydraulics, soils, concrete, traffic control, street pavement, sidewalk, curb & gutter, drainage, storm water management, structures, ADA access, risk mitigation, land use, fleet management and asset management.

Accountability for capital improvement projects. Recommends, designs, reviews and approves engineered plans and specifications; determines general parameters of project size, function, barriers and objectives; manages project information, administers bidding process, manages construction, performs inspections and recommends payments. Establishes and manages individual capital improvement project budgets.

Serves as chair of the City's Capital Improvement Committee, organizes and tracks the one-year and five-year prioritized projects.

Works with developers in site evaluation, plan review, plat approval, and construction inspection, including establishing development agreements. Assists and coordinates planning and technical review and project assistance with other departments within the City as requested.

Acts a flood control manager for the City. Monitors compliance with flood plain development permitting, hazard ordinance and flood map changes.

Serves as liaison with federal, state, county and local jurisdictions, represents the City in various commissions and task forces, and prepares reports, projects and evaluations as required. May represent the City for official presentations and/or funding requests for capital improvements to various funding entities.

Acts as custodian for all City (engineering related) maps, plans, drawings, profiles, estimates, construction contracts, and project files. Maintains up-to-date mapping of the City boundaries, zoning, streets, utilities, drainage-ways, and properties. Records and files all engineering, development, and construction information to include as-builts, received by the City.

Responds to comments and complaints from City residents and businesses using effective problem resolution and follow up procedures.

Operate computers and computer programs associated with job duties and assignments.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Bachelor of Science degree in engineering from an accredited college or university, degree in civil engineering is preferred.
 - AND
 - B. Four (4) years of progressively responsible engineering experience directly related to city engineer duties.
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Knowledge of Civil engineering methods, calculations, principles, practices, and ethics.

Knowledge of construction planning, drawings, estimating, contracts, and safety.

Knowledge of land use management, development, planning and zoning.

Knowledge of technical and practical design of public works systems (water, sewer, drainage, streets, etc.)

Knowledge of topographical and construction surveying and preparation of land descriptions.

Considerable skill in the art of diplomacy and cooperative problem solving.

Skill in computerized engineering systems and instruments and related peripheral equipment as well as manual drafting.

Skill and ability to use office and technical equipment such as a computer, copiers, printers, plotters, survey instruments and calculators.

Ability to communicate effectively verbally and in writing, make formal and informal presentations, and influence people and outcomes.

Skill and ability to develop and maintain effective working relationships with public officials, city staff, the general public, contractors and businesses.

3. Special Qualifications:

Must possess and maintain a valid Utah Drivers License.

Must be a licensed Professional Engineer (PE) in the State of Utah.

4. Physical Requirements and Demands:

This position requires a variety of physical activities not generally involving muscular strain and is frequently required to sit, stand, walk (somewhat long distances over uneven terrain), talk, hear and

use hands to finger, handle, feel, or operate objects or controls and reach with hands and arms. The employee is regularly required to stoop, kneel, crouch, climb, lift, twist, bend and perform other movements required in an office and in-the-field environment.

Must be able to lift and or move up to 50 pounds on an occasional basis.

Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must handle various levels of stress satisfactorily, and be congenial with every citizen and fellow employees at all times.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.