



West Bountiful

Job Description

Title:	City Engineer	Code:	200
Division:	Engineering	Effective Date:	04/2017
Department:	Administration	Last Revised:	05/2020

GENERAL PURPOSE

Performs a variety of **professional and technical** duties related to planning, organizing and directing the design, development and construction of city infrastructure and public works projects. Manages and oversees engineering review and project monitoring of all new developments submitted through the planning process to insure compliance with standards and ordinances. Acts as Land Use Administrator and Building Official

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Serves as technical advisor to the City Administrator, Mayor, and City Council on Engineering matters; conducts special studies and assignments; develops comprehensive recommendations for management use.

Works as team member with other city departments and reviews private development requests; assures all projects and programs comply with established Utah Code, city ordinance and generally accepted engineering standards; oversees long range strategies for engineering related development.

Prepares and administers the Capital Improvement Program (CIP) by evaluating City needs for public infrastructure improvements, finalizing proposed project costs, serving as the final authority regarding payment and change order recommendations; presents project information in public meetings to Council and residents. Coordinates closely and supports the Public Works Department regarding infrastructure projects, including asphalt overlays, roofing, storm drain, road widening, meter installations, water lines, etc.; coordinates with State of Utah for the maintenance of SWPPPs related operations and permits.

Manages the implementation of City-wide Engineering Design Standards; performs project design, management, infrastructure analysis for public works projects, including preliminary and final design of water, storm water and road projects; identifies, project priorities, conducts engineering reviews and reports for proposed projects and developments; contributes to the development of city master plans for various utility systems and roads.

As Land Use Administrator, makes staff decisions and interpretations on land use applications and other land use issues. Serves as a staff liaison to the planning commission. Responds to questions from residents, developers, etc.

As Building Official, manages building permit services that are generally provided by contract, such as plan reviews and inspections.

Formulates long-range plans for transportation, drainage planning and infrastructure and municipal engineering administration. Confers with administrative staff on problems related to the maintenance and operations of Engineering infrastructure and related systems, and the interpretation and related enforcement of rules and regulations. Assists management in developing City ordinances and policies; coordinates and supervises bonding policies and procedures.

Coordinates city efforts in securing outside financial funding and support for various capital improvement and environmental projects; meets with department heads, contract engineers and various funding agency representatives; determines scope and need for projects; monitors grant opportunities to local government for various projects and service development; prepares grant applications; may coordinate grant application activities with other interested local entities in order to secure joint funding; researches various funding avenues.

Applies for and monitors alternative funding opportunities including UDOT and Wasatch Front Regional Council (WFRC) applications. Coordinates with Wasatch Front WFRC regarding regional development projects impacting West Bountiful City. Acts as city liaison with FEMA; represents the city in right-of-way and water rights negotiations.

Prepares invitations for bids (IFBs) and requests for proposals (RFPs) on a timely basis and in compliance with city policies and ordinances; coordinates or performs the development of project, equipment and resource specifications.

Performs related duties by attending meetings, discussing technical issues, staying current on City policies and standards, relaying issues to management, and communicating information to appropriate parties.

Attends meetings to participate in pre-project evaluations; reviews and approves engineered plans and specifications for public improvements; determines plan compliance with codes and standards; approves all city plats for conformity with city code and Utah Code; utilizes CAD applications in the creation of engineering projects.

May perform field surveying to identify and locate property markers for the creation of property descriptions and legal documents.

Receives, processes and responds to citizen complaints related to the engineering of transportation, utilities, etc.; reviews issues, evaluates options for solutions consistent with existing standards, codes and ordinances; makes recommendations for changes in standards and ordinances as circumstances may dictate.

Performs work in coordination with federal, state, and county agencies related to various public works projects as may be required to meet applicable laws, codes, standards, and grant obligations.

Customer Service: Provides quality customer service by providing timely and accurate information to the public; portrays a positive public image and works with the public and other employees in a courteous and professional manner.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in civil engineering;
AND
- B. Eight (8) years of progressively responsible experience directly related to above duties;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Extensive knowledge of civil engineering theory, methods, principles and practices; public works project design, engineering and construction standards; software applications and basic programming related to specific engineering software; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; business and technical writing; public relations and interpersonal communication methods; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management. **Working knowledge** engineering modeling, including transportation and infrastructure projects; of grant writing and supplemental financing sources available to local governments; FEMA regulations; principles and practices of effective supervision.

Considerable skill the use of CAD software, including Civil 3D and AutoCad; in the art of diplomacy and cooperative problem solving.

Ability to read and interpret various civil engineering documents and manuals; effectively deliver public addresses in an open forum setting; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; deliver effective presentations using technical media and software applications; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, contractors and the public. Must have the ability to manage several complex projects in an effective and efficient manner.

3. Special Qualifications:

Must be a licensed Professional Engineer (PE).

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)