

ASSISTANT CITY ENGINEER

NATURE OF WORK

This is an administrative position in the Public Services Section responsible for coordinating, organizing, assigning, and reviewing work in the construction, maintenance, operation and repair of streets, underground utilities, facilities, grounds, and other public infrastructure.

The position is responsible for coordinating the activities in all Public Services divisions to achieve the most cost-effective, efficient, and practical procedures to complete various work activities.

The position is responsible for reviewing, analyzing, modifying, and approving methods and procedures for all activities in those divisions under his/her supervision, and to prepare technical reports concerning said methods and procedures.

This position reports to the Public Services Director but is also required to review and coordinate work with the leadership staff in Public Works, Engineering, Public Utilities and the St. Cloud Regional Airport as appropriate.

EXAMPLES OF WORK

Research, analyze, organize, report, assign, supervise, streamline and inspect the work of employees and contractors; provide guidance and interpretation of policies and regulations, ensure compliance with federal, state, and local standards, ensure that tasks lead to accomplishing goals and objectives;

Review plans, prepare budgets, prepare technical reports, and provide presentations of technical material;

Consult, coordinate, and discuss methods and procedures with City departments. Collaborate with other governmental units and local, state, and federal agencies and organizations to assess and meet service needs;

Meet with governmental units or agencies and the public to explain departmental programs, projects, and policies; to resolve problems; and to obtain necessary approvals

Interview, recommend hiring, assign functional work areas, schedule work activities, orient, develop training program, monitor work performance, evaluate, and evoke disciplinary action of division personnel;

Respond to officials and elected officials, act to resolve public complaints regarding areas of responsibility and develop successful solutions;

Direct preparation of long and short-range operational plans, equipment replacement programs, and annual reports;

Serves as the Project Manager with the development and preparation of plans, specifications, and estimates on municipal projects;

Performs construction observation and administration on municipal related projects;

Assists in design and construction, storage tanks, pump stations, treatment systems, and municipal facilities;

Use established standards to prepare electronic drawings from marked-up plans and/or verbal instructions;

Organize and schedule work to accomplish goals on projects within established budgets and timelines;

Perform related work as assigned.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a degree in civil engineering and seven (7) years' experience in the practice of professional civil engineering; preferably

related to municipal projects and demonstrative proficiency in the current version of AutoCAD. State of Minnesota registration as a Professional Engineer in the civil branch. Ability to obtain ISI Envision Certification within six (6) months of hire.

DESIRABLE EDUCATION AND EXPERIENCE

Ability to take individual initiative in researching new techniques and methods pertaining to City departments and divisions;

Ability to delegate authority and responsibility and to schedule and program work on a short and long term basis;

Ability to establish and maintain working relationships with other departments, employees, and the general public;

Ability to clearly and concisely express ideas on technical subjects.

ESSENTIAL JOB FUNCTIONS

Must be able to read, write, hear and speak English sufficiently to understand and carry out verbal and written instructions; to understand technical information related to drafting, land survey, and civil engineering; to communicate effectively verbally and in writing; to make verbal presentations to staff and to the public; to prepare written documents, press releases, and reports required to supervise subordinates through radio communications and verbal directives;

Ability to establish and maintain effective working relationships with superiors, other employees, contractors, and the general public; must be capable of operating with little or no supervision, make independent decisions based on utility and/or existing administrative policies;

Work is performed in office settings with moderately quiet conditions; outside work is performed on construction sites with exposure to weather conditions, dirt, dust, loud noise, exhaust fumes and moving equipment;

Must have normal vision, with or without correction, in order to use a personal computer and notice changes in water and wastewater;

Must have normal range of hearing, with or without correction, to hear and respond to telephone and radio communications;

Must be capable of reasonable judgement and possess sound reasoning and problem solving skills due to the independent nature of most of the work involved;

Must have practical judgement to deal with unexpected, potentially dangerous situations.

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