

# *Farmington City*

## Job Description

<b>Title:</b> City Engineer	<b>Code:</b>
<b>Department:</b> Engineering	<b>Effective Date:</b> 08-01-13
<b>Grade:</b> E1	<b>Last Revised:</b> 07-19-13

### GENERAL PURPOSE

Manages current engineering and transportation projects; coordinates assigned activities with other City departments, divisions and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### SUPERVISION RECEIVED

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

### ESSENTIAL FUNCTIONS

Serves as City Engineer; Assume responsibility for the design and construction of street, sewer, storm drains, landscaping and related engineering projects; participate in the development and implementation of goals, objectives, policies and priorities for assigned programs including design, mapping, field survey, private developments, real estate and program planning for future Public Works' needs; recommend and administer policies and procedures. Review all development and site plan applications to address City infrastructure needs.

Manage capital improvement plans; supervise capital project budgeting and costing; supervise right-of-way negotiation and appraisals; direct infrastructure master planning and review; provide professional technical assistance and consult with Planning Commission and other departments on matters pertaining to engineering; design, review and analyze construction of capital projects; review and approve plans and specifications, designs, environmental documents, reports and studies; review and approve various engineering maps; oversee the collection of technical data related to projects and analyze the collected data for identification and solution of technical issues/problems.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering. Ensure engineering functions and activities adhere to Federal, State and local guidelines, laws and codes. Inform inspectors of new developments and requirements pertaining to development. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in civil engineering or related field;

AND

B. Five (5) to Ten (10) years of municipal or civil engineering experience with four (4) years of administrative and supervisory responsibility in a rapidly growing community;

OR

C. An equivalent combination of education or experience.

AND

D. Possession of an appropriate, valid Professional Engineer's license.

2. Knowledge, Skills & Abilities:

**Thorough knowledge of** civil engineering design and construction methods; management skills to analyze programs, policies and operational needs; principles and practices of program development and administration; recent developments, current literature and sources of information regarding civil engineering; principles and practices of project management; principles and practices of municipal budget preparation and administration; pertinent Federal, State and local laws, codes and regulation; develop and administer goals, objectives and practices; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; read plans; prioritize tasks; ability to professionally furnish and obtain information from other departments; contact with other departments requiring tact and judgment to avoid friction; maintain cooperative working relationships with employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects; frequent attendance at public meetings; regular use of telephone, computer, and GIS system.

3. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain; but may on occasion be required to lift up to 50 pounds. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.

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**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)