



## JOB DESCRIPTION

<b>CITY ENGINEER</b>			
<b>Department:</b>	Engineering	<b>FLSA Status:</b>	Exempt
<b>Job Code:</b>	01-449-24	<b>Unit/Group:</b>	ACT Group
<b>Work Comp Code:</b>	9410	<b>Pay Classification:</b>	Grade 9

<b>Reporting Relationships</b>
Receives general supervision from City Manager
Supervisory responsibility: Engineering department personnel and special projects staff

<b>Essential Job Functions</b>
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i>

Under the general supervision of the City Manager, the City Engineer manages consultants and contractors in the designing and construction of City wide projects; provides technical support and assistance in the planning, development, review, estimating, bidding, and award of various professional service and construction projects; assists in the development and implementation of civil engineering plans, permits, standards and specifications; and, generates computer-aided design drawings for capital projects, including data entry, revision and correction of existing drawings, maps and records, as needed. Ensures that City projects are completed in accordance with applicable laws, codes, ordinances and accepted practices.

The City Engineer shall be the official surveyor of the City and shall perform such duties as imposed by the provisions of the City Charter or the ordinances of the City, and such other duties as may be required by the City Manager.

<b>Job Responsibilities</b>
This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City’s safety procedures at all times.

2. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements policies and procedures in accordance with departmental needs and City directives.
3. Develops and maintains Engineering Department personnel. Participates in the recruitment and hiring. Appoints, supervises, and provides for training, development, and ensures accountability of department personnel. Ensures compliance with City-wide and Department policies, and local, State and federal laws and regulations. Takes disciplinary action according to established procedures.
4. Assures the financial well-being of the department by establishing cost control measures and monitoring all fiscal operations of the department. Prepares annual budget and justifies budget requests and amendments. Assures the efficient and economical use of departmental funds, staff, materials, facilities and time. Researches, writes and administers grants.
5. Investigates, designs and inspects City projects including paving, street modifications, water mains, sewers, culverts, building construction and demolition, bridge work, pier and marina upgrades, and other major construction and renovations.
6. Participates on the engineering and traffic engineering aspect of traditional neighborhood development and various modes of traffic control.
7. Facilitates the governmental process by writing, explaining, and interpreting relevant codes and ordinances, clarifying procedures, and directing applicants through permit processes.
8. Reviews site and development plans to ensure compliance with City codes and standards, issues and closes out development permits as warranted, and may serve as a voting member of the City Planning Commission.
9. Maintains the City's maps, technical records, construction drawings and other documents. Manages a complex indexing system to track the City's legal interest in properties. Performs research and provides information as requested.
10. Prepares and directs the acquisition of easement right-of-way for City projects and other land acquisition activities as necessary.
11. Administers the contracting process, from compilation of bid documents and negotiations, to project oversight and quality control.
12. Coordinates development projects with consulting engineers, other City departments, developers, and regulatory agencies to facilitate the process, ensure efficiency and reduce duplication in effort. Works closely on special projects.
13. Studies traffic patterns and investigates the need for crossing guards, traffic signs and signals, and pavement markings. Coordinates transportation system and transit services with regional governmental agencies, including routing and funding arrangements.

14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to development and capital projects division programs, policies and procedures as appropriate.
15. Acts as liaison between the City, citizens, news media, other governmental agencies, developers, and municipal professionals regarding engineering issues. Conducts special research as requested.
16. Serve as the liaison for the development, capital projects, traffic engineering, and with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
17. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal civil engineering.
19. Keeps abreast of changing regulations and policies and other developments in the engineering field through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
20. Assists in the implementation of technology advances including GIS, and fosters departmental transition to new or upgraded technology.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Participates in and receives applicable training in the National Incident Management System (NIMS).
23. Performs all other duties necessary as assigned by the City Manager.

## **Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

### **Knowledge of:**

- Specific knowledge in the field of Civil Engineering sufficient to demonstrate the ability to perform the essential functions of the position.
- Knowledge of Engineer principles and practices; applicable local, state and Federal statutes, rules, codes, regulations, requirements, City of Traverse City's policies and procedures, and other governing documents
- Knowledge and understanding of applicable state and local building codes and ordinances, engineering practices, and construction techniques. Skilled in interpreting and applying municipal codes and ordinances.
- Thorough knowledge of the practice of land surveying.

- Thorough knowledge of the principles and practices of plan review and site inspection.
- Considerable knowledge of municipal operations as they relate to the development and growth of the City.
- Good knowledge of public relations practices and personnel management.
- Knowledge and skill in the use of computer software such as Auto-Cad and/or Micro-Paver, Arc GIS preferred.

**Skills and Abilities to:**

- Skilled in effective team building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Skill in the use of the Microsoft Office Programs, G Suite, and BS&A Modules.
- Skilled in compiling and evaluating complex engineering guidelines and formulating policy, standards, and service recommendations.
- Ability to make and review complex engineering calculations and analysis.
- Ability to plan, organize, direct, and review the work of professional and sub-professional engineering personnel.
- Ability to interpret and appropriately applying complex codes, ordinances, rules, regulations, legal documents, policies and procedures and explaining these to stakeholders.
- Ability to interpret, review, and analyze development proposal, plans, and specifications.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forum.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to train, supervise and evaluate the work of others.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employee, elected officials, the media, developers, contractors, regulatory agencies, professional contacts, and the public.

**Education, Training and Experience:**

- A bachelor's degree from an accredited college or university in Civil Engineering, architecture, or related field.
- A minimum of seven (7) years of progressive experience. Local government experience is preferred. Experience as a City Engineer or Engineer in a larger city is also preferred.
- Experience requirements include five (5) years of design, inspection and contract administration experience on municipal projects, including supervisory and administrative duties.

**Licensing and Other Requirements:**

- Valid Michigan driver's license
- Must have a Professional Engineer's (P.E.) license in the state of Michigan
- Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of the date of hire.

## **Physical Demands and Work Environment**

The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISORY OR LEAD WORK RESPONSIBILITIES**

Supervise Engineering department personnel and special projects staff.

### **PHYSICAL REQUIREMENTS**

In the performance of job duties, the employee is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public

The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may on occasion lift and/or move items of light to moderate weights. Specific vision, and ability to adjust focus. May be required to lift/maneuver in excess of 40 pounds of force seldom, and/or in excess of 40 pounds of force constantly to move objects.

This position requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects

### **TOOLS AND EQUIPMENT USED**

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; projectors and other office related tools and equipment.

### **WORK ENVIRONMENT**

This job is typically performed in a business environment under office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. The employee may be required to attend evening and/or weekend meetings, as directed. May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

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Employee Signature

\_\_\_\_\_  
Date

*The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.*

## Job Description History

Revised: 12.29.2022 New format and updated tasks, minimum qualifications, physical demands and work conditions

## Budget

Primary		100%
Secondary		
Secondary		

## Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

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Date