

# CITY ENGINEER

CITY OF TRAVERSE CITY, MICHIGAN





## THE APPEAL OF TRAVERSE CITY

Traverse City, situated in Northern Michigan, captivates residents and visitors touted as “The Most Beautiful Place in America.” Embraced by the serene East and West Grand Traverse Bays, our city rests at the base of Old Mission Peninsula, offering a picturesque setting.

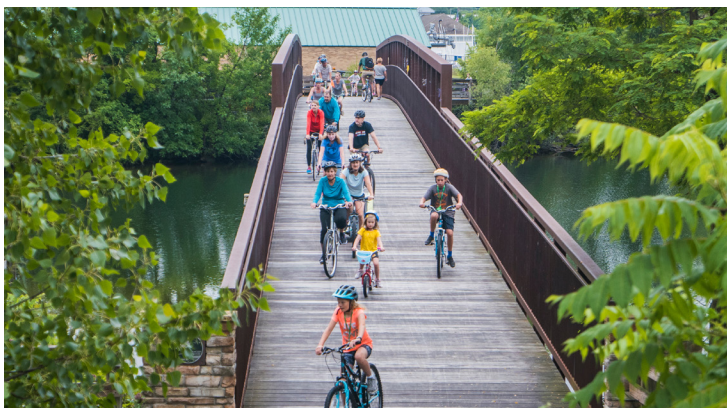
Downtown, the meandering Boardman River sets the scene for over 200 locally owned businesses, 50+ restaurants, and one of the state’s largest Farmers Market. Health and wellness thrive here, making us Michigan’s top bikeable city, recognized by PeopleForBikes. A network of biking and walking trails extends into neighboring Leelanau County, encouraging an active lifestyle for all.

With over 30 parks within city limits, parks and recreation are cherished by our community. A unique gem, the city-operated Hickory Hills Recreation Area, provides winter delights with alpine and Nordic skiing, and year-round recreational activities.

The 2022 performance report details \$10.5 million in infrastructure projects managed by the City. Including reconstruction of West Front Street Bridge, 14 miles of pavement preservation, \$3 million for water and sewer upgrades, and two five-year project plans for future improvements.

Currently the City Engineering Department is responsible under State and Federal regulations for inspection and maintenance of seven city owned vehicular bridges of which six have been recently rehabilitated and four pedestrian bridges. Other assets include, buildings at 15 locations, 80 miles of streets, seven miles of MDOT State highways, 99 miles of sidewalks, 23 miles of alleys, 14.6 miles of non-motorized bike trails, one mile of cycle tracks, and 15.4 miles of bike lanes.

Joining the City of Traverse City as a City Engineer offers more than a job; it’s an opportunity to make a genuine impact. We value dedication and hard work as the driving force behind our success. Together, we aim to build a positive work environment, making Traverse City an even more exceptional place to Live, Work, and Play. Your skills and passion will shape the future of this remarkable city. Let’s create a brighter future together.







## THE POSITION OF CITY ENGINEER

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.

Employment with the City of Traverse City represents more than just a job, it's an opportunity to make a difference in our community. We recognize that hard work and dedication to the communities we serve are the driving force behind our success, and we continually look for additional ways to build a positive work environment. Join us on our journey to continue to make Traverse City a great place to Live, Work, and Play.

### ESSENTIAL JOB FUNCTIONS

- 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.
- 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.
- 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.
- 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.
- Administers the contracting process, from compilation of bid documents and negotiations, to project oversight and quality control.





## FIRST YEAR GOALS

1. Provide effective leadership of the Department. Guide and inspire staff to achieve collective goals.
2. Develop strong internal relationships with other departments. Foster positive relationships with local professionals in the area.
3. Define distinct design units within the Department and develop Quality Assurance & Quality Control processes to ensure high-quality outcomes.
4. Actively communicate with the Department and individual staff through systematic regular meetings to assess project status, resource allocation, proactively address challenges, and foster team collaboration.
5. Develop Standard Operating Procedures to create consistent, optimized, and efficient project workflow.
6. Define and implement performance metrics to promote a culture of responsibility and excellence
7. Review current Department specifications, policies, procedures, and practices with staff to identify potential improvements and updates.
8. Utilize tools to track tasks, time, and resources to assess capacity, forecast availability, and manage the workload of the Department and individual staff.
9. Establish clear roles within the Department to enhance delegation of tasks, staff supervision, and accountability.
10. Balance the requirements of design standards and regulations with the preferences and requests of project stakeholders and advocates, in advancing project from concept to completion
11. Set clear staff expectations for tasks and associated deadlines, ensure work progresses through the Department systematically, and promote a positive work environment.





# POSITION REQUIREMENTS

## EDUCATION 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. Must have a Professional Engineer's (P.E.) license in the state of Michigan.

## ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- 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.







## COMPENSATION

The starting wage for this position is \$106,317 - \$140,000, dependent on qualifications and experience.

## COMPREHENSIVE BENEFITS PACKAGES

- Paid Time Off
- Short-Term leave
- Health Insurance
- Dental Insurance
- Vision Insurance
- Employer 457 Retirement Contribution
- Participation in Michigan's Municipal Employee Retirement System, Defined Pension Benefit

## THE APPLICATION PROCESS

To be considered, candidates must submit through mail or email their resume with references, cover letter, and salary requirements.

## MAILING ADDRESS

City of Traverse City  
Human Resources Office  
400 Boardman Avenue  
Traverse City, MI 49684

## EMAIL

[jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov)

## ADDITIONAL INFORMATION

[Job Description](#)

[Traverse City A.C.T. Benefit Summary](#)

[City Engineering Webpage](#)

[City of Traverse City Website](#)

[The Performance 2022](#)



**THE CITY OF TRAVERSE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**