



## Assistant City Engineer

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### **DEFINITION**

Under general direction, manage, supervise, plan, and coordinate assigned public works engineering and capital improvement programs and projects; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Director of Public Works.

### **SUPERVISION RECEIVED**

Reports to the Director of Public Works.

### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate the organization, staffing, and operational activities of public works engineering and capital improvement programs and projects including the development, design, and implementation of streets, water, sanitary sewer, and storm drainage systems.

Perform the full range of professional engineering duties involved in the design, planning, and implementation of public works systems; serve as project engineer on construction projects; coordinate the design and construction facilities with consulting engineers; prepare and review construction plans and specifications for conformance with City standards, regulatory standards, and industry standards; prepare preliminary and final estimates of work and material required.

Supervise, direct, coordinate, and review the work plan for the capital improvement program including water and sanitary sewer lines, street surface maintenance overlay and reconstruction, curb, gutter, and sidewalk replacement, drainage improvements, and parks projects; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Participate in the development and implementation of goals, objectives, policies, and priorities for the capital improvement program; work with City departments and division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategy; plan future projects and administer long range projects to achieve division goals; identify resource needs; recommend and implement policies and procedures.

Supervise and monitor the work of consulting engineers; verify and approve contractors' work estimates, payment requests, and change orders; perform site inspections during construction for adherence to specific methods and materials.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the capital improvement program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Provide staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence; present information to the City Council in a public forum.

Respond to and resolve difficult inquiries and complaints; conduct informational and public meeting hearings.

Participate in the selection of contract services; perform contract negotiations.

Participate in responding to litigation, negotiations for right-of-ways, and other matters under the direction of the legal department.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **ESSENTIAL JOB RELATED QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a public works capital improvement program.

Modern and complex principles and practices of program development and administration and project scheduling and management.

Civil engineering design theory, principles, and practices and their application to a wide variety of modern public works facility and system construction.

Methods, materials, techniques, and equipment used in the construction of public works facilities and systems.

Research methods and sources of information related to civil engineering.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Manage and coordinate the work of technical and administrative support personnel.

Administer a comprehensive capital improvement program.

Design, plan, and supervise assigned engineering and construction projects properly and efficiently.

Review and develop designs, plans, long range capital improvement plans, and specifications.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports.

Identify and respond to community and engineering issues, concerns, and needs.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Prepare and administer budgets.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Experience:**

Eight years of responsible engineering experience including three years of project management, supervisory, and public works experience.

**Training:**

Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

**License or Certificate:**

Possession of a Certificate of Registration as a Professional Engineer in the State of Wyoming.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, stoop, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. (Some of the above are seasonal.)

Effective date: October 2003

Revised: February 17, 2004; February 2009