



City Engineer

Department: Public Works

SUMMARY: Responsible for design, survey, inspection and flood plain management. Performs complex and professional engineering work for environmental, water, sewer, street, construction, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Supervise and review the work of the engineering staff; prioritize and plan staff work schedules; oversee payroll; ensure the completion of projects in a timely manner.

Plan, design and perform construction administration duties for capital improvement plans (CIP).

Act as the City Floodplain Administrator; direct the preparation of sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.

Assist in city implementation of ADEQ issued Arizona Pollutant Discharge Administration Elimination System (AZPDES) permit.

Serve as project manager of municipal public works projects to ensure contractor and in-house compliance with time and budget parameters.

Organize public improvement projects of private and commercial development; coordinate and collaborate on projects with Apache Junction Water District and Superstition Mountain Community Facilities District.

Supervise the collection and mapping of geographic information systems (GIS) data.

Manage the preparation of, or develop engineering plans and specifications for internal construction projects; resolve design issues; right of way (ROW) acquisition and abandonments.

Participate in committees and boards.

Respond to public or other inquiries relative to engineering procedures on specific projects and other information; maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensures compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; National Environmental Protection Agency (EPA) guidelines; Federal Emergency Management Agency (FEMA) policies, standards procedures, Manual on Uniform Traffic Control Devices and Maricopa Association of Governments standards and specifications (MAG), FHWA, AASHTO, ADOT, ADWR, and ADEQ.

ROW laws and procedures and pertaining to acquisition and abandonment.

General payroll procedures.

Principles and practices of effective project management, leadership, supervision and training.

Skill in:

Establishing and maintaining cooperative working relationships with contractors, coworkers and other individuals in contact during the course of work.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and standard office equipment.

Working with little or no direct supervision.

Assessing and prioritizing multiple tasks and demands to meet deadlines.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Civil Engineering and five (5) years paid fulltime experience in civil engineering, three (3) years of which included management or supervisory experience; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Possess a current registration as a Professional Engineer in the State of Arizona, or be able to obtain registration within one (1) year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some field work will be performed outdoors and will require the operation of a vehicle.

Adopted: Feb, 2000

Revised: Mar, 2006; Aug, 2013; Nov, 2014; April 2015