

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Assistant City Engineer**

BAND	SALARY GRADE	
D	224	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Engineering	City Engineer	Non-Exempt
REVISION DATE: July 2005		

GENERAL PURPOSE

Performs complex and professional engineering work for environmental, water, sewer, street, and other community development projects and programs ensuring technical competence and compliance with all current codes and criteria; interpret and carry out programs and objectives set by City Engineer; may serve as Project Manager.

SUPERVISION RECEIVED

Works under the broad guidance and direction of the City Engineer.

SUPERVISION EXERCISED

Supervision over Design Technicians, EIT's, project team members, part-time, support, temporary or other staff as needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Identifies applicable codes, regulations, and requirements for assigned projects.

Designs, drafts, prepares, and stamps engineering plans and specifications, related to public works improvements for water, sanitary sewer, drainage, streets, parks & recreation facilities, etc., coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Assists in project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with contract requirements, including time and budget parameters for the project.

Assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.

Oversees the maintenance of the engineering library and infrastructure records.

Assures completion of as-built records of projects, and documents necessary changes for the operation and maintenance programs.

Responds to public or other inquiries relative to engineering procedures on specific projects and other information.

Maintains regular contact with consulting engineers, construction project engineers, city, county, state and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Evaluates transportation and traffic impacts of development proposals, permits, rezoning cases, subdivision plats, etc. Prepares traffic, utility and other studies and reports.

Prepares intersection signal and channelization design.

Assists in the development of pavement management systems.

PERIPHERAL DUTIES

Conducts public works inspection, maintenance and enforcement programs.

Monitors inter-governmental actions affecting department operations.

Assists in the training of other city personnel in design, construction and inspection techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in civil engineering; and
- (B) Minimum of four years previous professional civil engineering experience;
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting;
- (B) Considerable knowledge of applicable City policies, laws, and regulations affecting Division activities;
- (C) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment.
- (D) Ability to operate civil engineering CAD programs
- (E) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Must possess a valid Arizona State driver's license or have the ability to obtain one prior to employment;
- (B) Registration as a Professional Engineer (PE) in the State of Arizona;
- (C) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.