

# City of Torrington

## Job Description



<b>Title:</b>	City Engineer	<b>Code:</b>	300
<b>Division:</b>	Administration	<b>Effective Date:</b>	04/09
<b>Department:</b>	Engineering/Facility Planning	<b>Last Revised:</b>	05/21/13

### GENERAL PURPOSE

Performs a variety of **professional, administrative and supervisory duties** related to planning, organizing, directing and controlling the design, development and construction of city infrastructure and facilities. Directs project monitoring to insure compliance with standards and ordinances.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Mayor.

### SUPERVISION EXERCISED

Provides general guidance and direction to Building Official, Project Engineer(s), and Engineering Technician(s).

### ESSENTIAL FUNCTIONS

Plans, organizes and directs operations and activities such as project design, management and construction administration, related to potable water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering and other public works projects affected by private development and city capital improvement projects; establishes and recommends project priorities; prepares engineering reviews and reports for proposed projects and developments; oversees long range strategies for public works development.

Performs feasibility, engineering and construction surveys; manages the development and implementation of the city's Capital Improvement Program consistent with city master or general program guidelines and specifications; assures all projects and programs comply with established State Regulations, city ordinance and generally accepted engineering standards.

Serves as engineering/public works liaison and advisor to various boards and commissions; provides feedback on issues affecting city engineering liability and responsibility; prepares or directs the preparation of various reports, projections, and evaluations as required; consults and advises Mayor and City Council on improvements or problems related to utilities, annexations and city property; assists management in developing city ordinances and policies.

Conducts pre-project meetings with developers, contractors, architects, etc., as needed to inform and educate regarding city standards and project expectations; assesses proposals and determines feasibility in relation to city general plan; makes recommendations.

Oversees and monitors progress of contract projects; provides quality assurance review of various stages of project completion; communicates with various agencies before and during projects to insure timely completion; assists the public, contractors and others with engineering related matters; initiates corrective action and change orders as needed to maintain established local, county and federal standards.

Prepares and administers the engineering/facilities planning department budget; devises and implements new programs, recommendations and goals; approves large budget expenditures, verifies all costs incurred by the department; monitors fiscal activity to insure conformity with established budget constraints; performs grant writing and grant administration duties as needed.

Establishes standards and criteria for selection of engineering consultants; negotiates contracts; monitors consultant activities and work to assure compliance with standards and contract specifications; insures timely completion; coordinates inspections for engineering division projects; prepares contract documents, specifications, change orders, bid tabulations, cost estimates, and other work involved in contractual construction work.

Prepares drawings, plans, specifications, and estimates for municipal public works projects; reviews project design, plans and specifications; approves engineered plans and specifications for public improvements, subdivisions and planned business development; determines plan compliance with codes and standards; provides professional engineers stamp for in-house design projects and incurs personal professional liability per Wyoming Code; approves all city plats for conformity with survey requirements, city code, and Wyoming Code; computes quantity estimates and summaries for bid items for construction projects; estimates costs of future construction projects for planning and budget.

Assures all ordinances, resolutions and orders of the City Council relating to engineering projects are carried into effect; performs work in coordination with federal, state, and county agencies related to various public works projects as may be required to meet applicable laws, codes, standards, and grant obligations.

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Provides direction and oversees survey efforts as needed to manage survey needs for city projects; provides oversight to other survey works within the city limits; prepares, updates and maintains maps, plans and profiles, detail drawings and creates maps transposed from survey field notes both manually and by computer and updates same based on plats and annexations; makes calculations, sets lines and grades for infrastructure construction and coordinates the actual construction and supervision; updates and maintains city master maps; may perform survey field work utilizing GIS/GPS instruments.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in civil engineering;
- AND
- B. Eight (8) years of progressively responsible experience directly related to above duties; Two (2) years of which must have been in a senior engineer or supervisory capacity;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Extensive knowledge of** engineering and field procedures, equipment and maintenance; computerized engineering systems and instruments and related peripheral equipment; software applications and basic programming related to specific common engineering software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; international building codes, planning and zoning codes is desirable; engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and worker motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management. **Working knowledge of** airport planning, design and construction is desirable; Working knowledge of FAA regulations is desirable; Working knowledge of electrical transmission, supply and distribution system design, construction and operation is desirable.

**Considerable skill** in the art of diplomacy and cooperative problem solving.

**Ability to** communicate effectively verbally and in writing; ability to plan, organize, and direct the affairs and operations of a division engaged in a variety of complex public works projects; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess registration as a **Professional Engineer** in the State of Wyoming. Must possess and maintain a valid Class C Wyoming Driver's License. May be required to be or become a Professional Land Surveyor.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain such as carrying surveying equipment including GPS, stakes, lathe, paint, hammer, spikes, etc. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for periodically complex details, emotional stability and discriminating thinking and creative problem solving, along with the ability to apply appropriate attention to multiple tasks at the same or closely proximate time frame. Periodic travel required in course of performing portions of job functions.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any