

HURRICANE CITY

Job Description

Title:	Assistant City Engineer	Code:	
Division:	Engineer	Effective	Date: 3/19
Department:	Engineering	Last Revised:	

GENERAL PURPOSE

Performs a variety of engineering design, review, and project management duties.

SUPERVISION RECEIVED

Works under the administrative supervision of the City Engineer.

SUPERVISION EXERCISED

None.

STATUS

Regular Full-Time. Includes Full Benefits (medical, dental, Utah State Retirement System pension, vacation, sick leave, etc.)

FLSA CODE

Licensed PE: Exempt (not overtime eligible); EIT: Non-exempt.

ESSENTIAL FUNCTIONS:

- Works Monday-Friday 40+ hours per week. May be required to occasionally work evenings and weekends.
- Performs reviews of development plans, plats, and design studies to ensure compliance with City Design Standards, Specifications, Policies, and Ordinances.
- Designs and inspects construction of City infrastructure; provides field engineering for the same.
- Manages City infrastructure projects, including contractor relations and project accounting.
- Assists with master planning, including updating and implementation of capital facilities plans.
- Produces maps, surveys, engineering drawings, graphics and reports.
- Attends and presents at City Council and Planning Commission Meetings as needed.
- Responds to inquiries from the public pertaining to engineering issues.
- Assists the City Engineer in updating and City Standard Drawings and Specifications.
- Provides engineering support as needed to other City Departments.
- Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge of:

- Principles and practices of Civil Engineering
- Current design practices, and construction methods related to public works, including water, sewer, storm water, roads and subdivision development
- Local, State, and Federal codes related to public infrastructure design and construction.
- Inspection methods for construction projects.
- CAD and GIS software.
- conventional and GPS surveying equipment for construction staking and data collection, including GIS data collection.
- spreadsheets and word-processing software.

Ability and Skills to:

- Establish and maintain effective working relationships with City officials, City employees, contractors, consultants, agency officials, and the general public.
- Effectively evaluate problems and formulate solutions.
- Organize and follow through with multiple projects of various complexity at the same time.
- Read, review, and interpret various engineering plans, designs and specifications and ensure conformance with City, State and Federal standards.
- Operate a personal computer for email, record keeping, research, report writing, technical calculations, and project design.
- Operate surveying equipment.
- Use CAD and GIS software.
- Understand verbal and written directions and instructions.
- Effectively communicate both verbally and in writing.
- Hold composure while working under stress or with angry citizens.
- Safely and adequately perform duties outlined under "Essential Functions".
- Become flagger certified and assist with traffic control as necessary.
- Learn new software programs as applicable to the engineering department.

PHYSICAL DEMANDS

Regularly sits at a desk and attends meetings; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

- Tasks require a variety of physical activities, not generally involving muscular

strain. Ability to lift or move medium to heavy weights up to 50 pounds.

- Physical demands may occur in activities related to walking on uneven ground (in potentially harsh weather conditions), standing, stooping, sitting, reaching, etc.
- Normal office setting for meetings, reports, record keeping, etc.
- Outdoor work required in various weather conditions during construction projects, site inspections, collection of utility information, etc.
- Talking, hearing and seeing required in the daily performance of duties.
- Mental application utilizing memory and attention to details, emotional stability and discriminating thinking and creative problem solving.
- Exposure to stress as a result of human behavior and work required to complete work within required time constraints and deadlines.
- Periodic travel required in the course of performing job functions.
- Will be required to safely operate a city-issued vehicle.
- Will be required to work as a flagger at certain City events (City will provide flagger-certification training).

EDUCATION AND EXPERIENCE:

- Graduation from a college or university with a bachelor's degree in civil engineering or related field.
- 4 or more years of full-time civil engineering work experience, or similar job duties.

SPECIAL QUALIFICATIONS:

- Must possess a valid Utah Driver's License with no significant violations or restriction that prohibit ability to perform essential job duties.
- Must have Professional Engineer License (PE) registered in the State of Utah.
 - **NOTE:**
 - Engineer In Training (EIT) candidates who are within two years of becoming a licensed Professional Engineer will also be considered if other qualifications are met.
 - Candidates that have significant knowledge, ability and/or skills in the desired areas outlined herein and who have significant relative experience performing work similar to those listed under "Examples of Duties" may also be considered..

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Hurricane City is an Equal Opportunity Employer.