



## JOB DESCRIPTION

Title: **CITY ENGINEER**  
Department: Public Works  
Class Code: 2450  
FLSA Status: Exempt  
Effective Date: July 1, 1990 (Rev. 07/2011)

### GENERAL PURPOSE

Under broad supervision and direction from the Public Works Director, performs professional and technical engineering duties for the City; performs supervisory and administrative duties in planning and coordinating the operation of Engineering Services.

### EXAMPLE OF DUTIES

- \*-- Supervises Project Coordinator/Construction Inspector, civil engineer, engineering clerk; hires and trains employees; evaluates and disciplines employees; assigns, monitors and coordinates work.
- \*-- Provides information for master planning, streets, flood control, and oversees the same; administers state and county flood control monies.
- \*-- Pursues Federal, State and County funding for transportation projects.
- \*-- Develops budget for Engineering Services; negotiates Engineering Services budget with Public Works Department and City Council; approves expenditures for Engineering Services.
- \*-- Plans and supervises design of Public Works projects; directs staff as to project related surveys and drafting work required for projects; assists survey crew; assists in operating survey equipment including theodolite, distance meter, level, etc.
- \*-- Responsible for official maps of Murray City.
- \*-- Oversees the checking of plans and specifications for compliance with municipal ordinances and policies; oversees and prepares detailed plans and specifications; oversees system design.

- \*-- Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing of projects as required.
- \*-- Oversees and reviews consultant's work for accuracy and professionalism; negotiates contracts; sees to the completion of contracts.
- \*-- Supervises set-up of special improvement districts; determines costs of improvements.
- \*-- Provides counsel to all departments on matters of engineering and surveying.
- \*-- Answers technical questions and provides information to the public.
- Performs related duties as appropriate.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a Bachelor's degree in Civil Engineering and four (4) years as Senior Civil Engineer or Civil Engineer II, at least three (3) of which must have been in a supervisory position, OR any equivalent combination of education and experience.

### Special Requirements

- Must possess Utah Professional Engineer License or be able to obtain within six months of hire date; must possess a valid Utah Driver's License.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge of civil engineering and engineering survey and design; working knowledge of drafting, thorough knowledge of public works construction; working knowledge of computer applications to engineering.
- Ability to direct the work of others; ability to establish and maintain effective working relationships with employees, other divisions, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, database and computer-aided-design software; standard drafting tools; surveying equipment; traffic counting equipment; 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.

**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 excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic vibration.
- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.