

Bluffdale City

City Engineer

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. Directs project monitoring to insure compliance with standards and ordinances.

SUPERVISION RECEIVED

Works under the direction of the City Manager.

SUPERVISION EXERCISED

Provides general guidance and direction to personnel within the Engineering Department, including, but not limited to, Engineering Technician(s), Engineering Inspector(s), and assigned support staff.

ESSENTIAL FUNCTIONS

Plans, organizes and directs operations and activities such as project design, management and construction administration, related to culinary 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 (CIP); establishes and recommends project priorities; prepares engineering reviews and reports for proposed projects and developments; oversees long range strategies for public works development.

Participates in the development and implementation of the city's Capital Improvement Plan consistent with city master or general plan guidelines and specifications; assures all projects and programs comply with established Utah Code, 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; initiates corrective action and change orders as needed to maintain established local, county and federal standards.

Prepares and administers the engineering/public works department budget; devises and implements new programs, recommendations and goals; approves large budget expenditures, verifies all costs incurred by the division; monitors fiscal activity to insure conformity with established budget constraints.

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.

Reviews and 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 Utah Code; approves all city plats for conformity with survey requirements, city code, and Utah Code.

Provides direction and oversees city surveyor's work in meeting survey needs for city projects and in providing overview to other survey works within the city limits.

Assures that 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.

Assures timely and accurate maintenance of city mapping system; utilizes CAD/GIS technology to document city infrastructure, i.e., water system, addressing, signalization system, zoning districts, etc.

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 computerized engineering systems and instruments (CAD) and related peripheral equipment; software applications and basic programming related to specific engineering software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, 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.

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 be a licensed Professional Engineer (PE).

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. 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 details. emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

SALARY

Starting salary -\$60,195 - \$69,075

Position includes paid retirement into the State Retirement System, medical and dental insurance, paid holidays, and paid vacation/sick leave.

BLUFFDALE CITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER