



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: City Engineer

JOB FAMILY: Engineering

JOB NO: MG030222

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To direct, manage, supervise, and coordinate the programs and activities of the Engineering Division within the Public Works Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

SUPERVISION

General supervision is provided by the Assistant Director of Public Works. Responsible for supervision of the Senior Civil Engineer, Civil Engineer, CIP Engineer, Project Engineer and Administrative Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Assume management responsibility for all services and activities of the Engineering Division.
3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including capital improvements, design, mapping, field surveys, private development, real estate and program planning for future public works needs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works; implement discipline and termination procedures.
5. Plan, direct, coordinate, and review the work plan for the Engineering Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
6. Manage and participate in the development and administration of the Engineering Division annual budget including capital improvement funding; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
7. Provide responsible staff assistance to the Assistant Director of Public Works; prepare and present staff reports and other necessary correspondence.
8. Manage, coordinate and oversee all design and infrastructure for City and private projects; direct, supervise, evaluate and approve water, sanitary sewer, street and drainage improvements.

9. Coordinate and direct the activities of contractors and consultants; serve on the selection committee; respond to inquiries; monitor contract compliance.
10. Direct and supervise the acquisition of easements and rights-of-way for City projects; negotiate acquisition and coordinate bid approvals with the City Council.
11. Review plat and subdivision improvements.
12. Administer the federal Flood Plain management requirements; provide information and resources as necessary.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as liaison for the Engineering Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
2. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Division programs, policies, and procedures as appropriate.
3. Provide staff support on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
4. Oversee maintenance of map records for the City's infrastructure.
5. Review and approve plans and specifications, designs, environmental documents, reports and studies; review and approve tract maps, parcel maps and lot line adjustments.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

EXPERIENCE

Five years of increasingly responsible professional civil engineering experience including two years of administrative and supervisory responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of a Texas Professional Engineering License issued by the State Board of Registration for Professional Engineers.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of civil engineering and administration.

Land surveying practices, laws and procedures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Recent developments, current literature and sources of information regarding civil and structural engineering.

Principles and practices of project management.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Skill in:

Designing water, sanitary sewer, street and drainage improvement projects.

Preparing clear and concise administrative and financial reports.

Researching, analyzing, and evaluating new service delivery methods, procedures and techniques.

Ability to:

Direct the operations of a modern engineering services division.

Manage, direct and coordinate the work of technical and clerical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Engineering Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting and standing for extended periods of time to perform engineering duties*
- *occasionally lift and carry objects weighing up to 50 lbs.*
- *frequently bend, twist, squat and crouch.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: November 2002; April 2009