

Job Description



City Engineer

Department: Engineering
Reports To: Assistant City Manager

Salary Grade: M-18
FLSA: Management/Exempt

Purpose:

Provides professional engineering and administrative services in connection with the design and construction of all water, sewer, streets and drainage projects within the City of Sanger, reviews and comments on proposed development and oversees Capital Improvements plans.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Uses modern techniques used in the design, construction and inspection of public works projects.
- Understands and applies Local Government Code and City ordinances relating to development, including but not limited to zoning, subdivisions, annexations, or other local, state and federal laws; counsels developers and citizens on City ordinances.
- Demonstrates the ability to exercise sound judgement and take responsible actions as a City representative during contact with the public, elected and appointed officials, developers and other City employees.
- Works one on one with developers, property owners, other applicants and staff.
- Understands and applies laws and regulatory codes applicable to design and construction of public works projects and acquisitions of right-of-way.
- Utilizes civil engineering programs for the design of water, sewer, storm sewer, drainage channels, streets, parks, and other public works projects.
- Evaluates issues and concerns raised by citizens and city officials.
- Provides review consultation and direction in all areas of land development, infrastructure, and all current and future capital improvements of development projects.
- Resolves current engineering problems with developers, contractors and construction managers.
- Ability to design, supervise the construction, and inspection of complex public works projects.
- Experience in and the ability to plan direct and supervise the work of subordinate professionals and technical staff, including surveyors and draftsmen.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform surveying calculations, construction survey and field staking by the use of modern surveying equipment such as total station and their related computer programs.
- Ability to get along with customers and co-workers and ability to communicate effectively both verbally and in writing.
- Regular and punctual attendance.
- Serve as the City's Floodplain Manager.

Auxiliary Expectations:

- Excellent customer relations practices.
- Follow all City safety rules and operating procedures at all times.
- Follow record retention laws for all paperwork.
- Maintain proficiency by attending trainings and meetings, reading materials and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Practice common courtesy and respect fellow employees.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat and paraprofessional appearance and dress in an appropriate manner for the work being performed.
- Ability to establish and maintain good working relationships with other City employees and the public.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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Minimum Qualifications:

- Bachelor of Science Degree in Civil Engineering.
- Registration as a professional Civil Engineer in the State of Texas.
- Candidates must have a minimum of five-years of civil engineering design experience with a consulting firm or a municipality.

Conditions of Employment:

- Must have a valid Texas Class "C" Drivers License and must meet the City's driving standards.
- Must pass a drug test, driver's license check, criminal history background check, and employment eligibility verification check.

Preferences:

- Bilingual in Spanish.
- Experience in planning and development and ArcView.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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