



# Job Description

Job Title: <b>Director of Engineering</b>		Department: Engineering	
Reports To: City Manager	Supervises: Public Works Superintendent, Parks Superintendent, Waterpark Manager/Recreation Coordinator, Airport Manager (Contract), Senior Engineering Technician, GIS Coordinator, Building Official (Contract), Administrative Assistant		FLSA Status: Exempt
Bargaining Unit: N/A			Effective Date: 7/1/2016

## POSITION SUMMARY

Under limited direction, this managerial position plans, directs, manages and oversees the activities and operations of the Waseca Engineering Department including engineering services and inspections, drainage, facility maintenance, fleet maintenance, building inspections, parks, waterpark, airport, storm sewer and street activities, and contract administration.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction, discipline, reward, and adjustment of grievances of subordinate personnel.
- Directs operations, services and activities of a comprehensive parks, public works and engineering program.
- Provides high-level management and administrative supervision for the Engineering, Geographical Information System (GIS), Public Works, Airport, Building Inspections, Water Park and Parks. Maintains ultimate responsibility for the proper functioning of those departments and the work performed by them.
- Serves on/and or attends meetings of various boards, commissions, and committees as assigned, including but not limited to the Airport Commission and Planning Commission. Coordinates, prepares, and delivers presentations concerning public works issues to the City Council, boards and commissions, and the public.
- Prepares budget plans for capital expenditures for public works and engineering maintenance and construction projects.
- Provides engineering support to the Utility Department and other City Departments.
- Possesses and uses principles and practices of civil engineering.

- Employs methods, techniques, materials and equipment to complete public works construction projects.
- Develops, manages and directs a comprehensive public works and engineering program.
- Establishes and implements departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary. Analyzes problems, identifies alternative solutions, and projects consequences of proposed actions and implements recommendations in support of goals.
- Identifies and responds to sensitive community and organizational issues, concerns and needs.
- Researches, analyzes and evaluates new service delivery methods and techniques.
- Develops and coordinates the formulation of long-range planning including, financial and Capital Improvement Plans.
- Interprets and applies applicable Federal, State and local policies, laws and regulations.
- Prepares and/or reviews plans and specifications for municipal projects. Calls for bids, reviews and recommends bids for Council approval. Manages, administers and coordinates City's use of contracted consultants for municipal projects, including conducting bid openings, preconstruction conferences, selection, contract negotiations, overall direction, work review, and acceptance/rejection thereof.
- Coordinates short and long range planning for municipal infrastructure development and maintenance in the departments supervised, including acquisition, design, surveys, inspections, scheduling and financing options.
- Manages the Municipal State Aid System, Storm water Management Program and Storm water Permit (MS4), Airport and Federal projects including record keeping, adherence to applicable regulations, and preparation of required reports and organization of financial accounts.
- Provides oversight of project management on construction projects and ensures contractor compliance with time, material quality, and workmanship, budget, and safety parameters for the project.
- Evaluates drainage, utility, transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares or directs preparation of traffic, utility, and other studies and reports as needed.
- Manages utility permits, street use permits, franchise utility permits, etc.
- Oversees development and maintenance of a pavement management system and sidewalk inspection, maintenance, and enforcement program.
- Maintains regular and appropriate contact with contract engineers, construction project engineers, City, County, State, and Federal agencies, and the general public regarding City public works activities and services.
- Maintains a work schedule permitting easy access for the public. Responds to inquiries and complaints relating to public works policies and procedures, as well as to specific projects and issues. Assists with the City's special assessment process, including public hearings, record keeping, and responding to inquiries from members of the public.

- Directs and coordinates organization's financial and budget activities to fund operations, maximizes investments, and increase efficiency. Assists the City Manager and Finance Director with the preparation of the overall budget for the City.
- Coordinates efforts with related community programs and other City departments, assists in the operation of programs and equipment as needed, investigates and prepares grant applications where appropriate, staying abreast of developments in the fields of public works and municipal management, etc.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

#### Education

Bachelor's Degree in Civil Engineering with a focus on Engineering and Management

#### Experience

Five (5) years of engineering experience with management experience

#### Trainings, Certificates, and Licenses

- Possess a Minnesota Professional Engineering (PE) License or ability to obtain within 6 months of hire
- Possess a valid Minnesota Driver's License or ability to obtain within 1 month of hire

### **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

#### Education

Advanced degree equaling a Master's in Engineering, Public Administration, Business Administration with a focus on Management in Municipal setting

#### Experience

Five (5) years of engineering experience with two (2) years of management experience

### Trainings, Certificates, and Licenses

- Possess Federal Emergency Management Agency (FEMA) Incident Command Training

### **COMPLEXITY**

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

### **RESPONSIBILITY**

#### Supervision

Limited direction is provided while performing the normal duties of this job. This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions.

#### Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

### **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Hazards

While performing the duties of this job, this position may occasionally climb 10 to 50 steps, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, push/pull 10 to 50 lbs., lift 5 to 10 lbs., carry 5 to 10 lbs., and smell. This position will frequently stand, walk, talk, hear, and drive, continuously finger/enter data/keystroke, feel, and perform repetitive motions.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use right hand and left hand for simple handling or grasping, firm handling or manipulation, and fine handling or manipulation.

While performing the duties of this job, this position will use the right and left hand for repetitive movements.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, and will work around moving mechanical parts.