



**Job Title:** City Engineer  
**Department:** Engineering  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 6/6/23 (Council Approval)

### **Accountability**

Under the direction of the City Administrator and in compliance with State Statute and City Code.

### **Job Summary**

Oversees the engineering department and performs professional engineering services in connection with planning, organizing, directing, and coordinating activities involving municipal streets, storm sewers, water distribution, and wastewater collection and treatment facilities including plan review, creation of specifications, and ensuring economical construction.

### **Essential Job Functions**

Plans, programs, and directs all City activities involving civil engineering, traffic engineering, land surveying, project management, and construction in close coordination with other City departments; oversees and manages the planning, design, and construction of public works projects, including coordination and/or engagement in the preparation of construction plans and specifications; assists with the development of the annual Five-Year Capital Improvement Program (CIP) Project List and the development of the annual One-and Six-Year Transportation Plan. Oversees the right-of-way permit approval, issuance, inspection, and close-out activities; establishes policies/procedures to govern all construction activities in public rights-of-way to ensure City standards are maintained; and investigates existing right-of-way and easements in the county courthouse or by computer record. Reviews/approves construction plans, specifications, and all documents used in the public bidding process and evaluates bids to provide recommendation of bid award to City Council; collaborates on behalf of the City with contractors/consultants to negotiate contract details and design standards; may prepare, review, or edit professional services agreements or contracts to full execution; coordinates and directs work of consulting engineering firms and staff to ensure uniform standards for public works projects design and construction; reviews, approves and submits invoices from consultant and other engineering services providers for payment; reviews preliminary and final plans to ensure acceptability with city codes and good engineering practices; and directs preparation of engineering feasibility reports and cost estimates. During construction phase, regularly meets with engineers and contractors to monitor construction progress and resolve problems; performs construction inspections per City standards, project plans, and project specifications including measurement of field quantities; coordinates and directs responses to requests for information (RFIs), work change directives (WCDs), and change orders for all active projects; presents and recommends approval of change orders to City Council; reviews, approves, and submits Contractor payment applications for public works projects. Coordinates and directs the update and maintenance of mapping public infrastructure systems within a Geographical Information System (GIS) and system deployment throughout City departments. Creates civil engineering methods and procedures using CAD software and other technology; translates accumulated field data and engineering data into construction plans using standard drafting techniques and CAD software. Supports engineering and construction requirements during emergency operations and assists with infrastructure and utility restoration programs following incidents or emergencies. Oversees upkeep of official City maps, drawings, plats, project documents, and engineering records per uniform engineering standards and technology including establishment of methodologies for keeping all records up to date. Assists contractors and the public with questions or requests for supporting information by retrieval of plat maps, city maps, aerial maps, utility information, and any other documents required; provides oral and written information to owners, builders, and contractors regarding requirements of applicable building codes and ordinances. Prepares annual department budget in coordination with City Administration and monitors department expenditures including claims submittal. Routinely computes surveying and engineering mathematical problems; analyzes and recommends possible solutions to engineering problems; researches property ownerships and legal documents; makes independent field decisions; performs commercial plan reviews; and prepares and files written project status, monthly, and annual reports.

### **Additional Duties and Responsibilities**

Assists with the creation, modification, and enforcement of zoning and subdivision regulations; reviews subdivision plats, zoning amendments and comprehensive plan updates as needed; assists in developing draft revisions to City codes and ordinances when appropriate; assists with floodplain management and performs hydrology studies including the review of studies submitted; interacts and coordinates with Seward County officials regarding public works projects that interconnect City- and County-owned infrastructure; may assist in the inspection and written reports of building and other structures to verify that construction, alteration, maintenance, structural repair work is being done in compliance with provisions of applicable codes and ordinances; may assist with the inspections of

existing buildings to determine hazardous conditions, structural failures or need for maintenance/repair in compliance with housing and building codes; assists City Administrator on projects and performs special assignments as requested; may be asked to attend City Council, City Planning Commission and Committee meetings as requested by the City Administrator including presentation and explanation of reports; may serve as City's designated Street Superintendent; performs other duties as assigned.

### **Knowledge, Abilities and Skills**

Considerable knowledge of CAD mapping software, hydrology assessments, right-of-way permitting, public bidding process, plans review, GIS system development, research practices and techniques, records/database management, and best practices in project management and construction. Knowledge of routine principles, practices, equipment, and materials used in technical civil engineering and line and computerized drafting knowledge of mathematics and survey techniques, instruments, and tools; knowledge of proper inspection methods and building codes; and knowledge of municipal purchasing procedures and policies. Should possess basic surveying and manual drafting skills. Skill in deciphering, understanding, recommending, and acting upon complex information received; basic mathematical and accounting computation; analytical thinking; project and time management; leading others; and facilitation of various activities and meetings with various stakeholders. Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, contractors and consultants, City employees and the public; proper public relations for project questions/criticism; and high degree of organization skills to effectively administer functions of the department. Ability to read and interpret plans, specifications, plats, maps, and construction plans; make on-site visual inspections; decisively make independent field decisions; learn micro-computer systems and operation of related peripheral devices; perform accurate engineering mathematical calculations; perform routine design and layout work; and prepare clear and concise written reports studies, letters, reports and memoranda. Ability to organize and present facts and opinions with logical reasoning so others will understand; organize files and retrieve data effectively; understand and assess accounting software applications and suggest improvements; work independently, prioritize projects to meet deadlines, work on several projects at once, and work under distracting conditions; and to learn and interpret ever-changing rules, regulations, laws and ordinances. Ability to sit and/or stand for long periods of time; visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen; operate basic office machines, such as copy machine, computer, calculator, fax machine; and keep confidential information confidential. Ability to drive to work sites and operate a motor vehicle and to attend meetings and/or conferences in town or out of town. Ability to work in adverse weather conditions while performing necessary services; ability to climb up onto and down from step stools, stairs and/or ladders and to work in a stooped, kneeled or crouched position for an extended period of time; and ability to type at a rate of 60 wpm.

### **Education and Experience**

Bachelor of Science degree in civil engineering or a related engineering field of study from an ABET-accredited college or university with at least two (2) years of increasingly responsible experience in municipal utilities civil engineering or a related field including one (1) year of lead supervisory experience; or any equivalent combination of training and experience deemed to be sufficient for the position. Registration as a professional engineer in the State of Nebraska with Civil Engineering as the primary area of practice. Knowledge and experience related to implementation of GIS system and associated CAD mapping is desired. Master's degree in civil engineering, public administration, or business administration preferred.

### **Special Requirements**

Possession of a valid driver's license.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*