



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Assistant City Engineer</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>DIVISION:</b>	<b>Engineering</b>
<b>SUPERVISOR:</b>	<b>Public Works Director/City Engineer</b>
<b>STATUS:</b>	<b>Full-time/Exempt/ Non-Union</b>

### PRIMARY OBJECTIVE OF POSITION

To serve as an assistant to the Public Works Director/City Engineer with primary responsibilities for activities associated with municipal engineering, which includes but not limited to the supervision and coordination of staff and consultants on the Engineering Division's daily operations; design and construction management of public improvement projects; oversight of the City's MS4 and pavement management programs; review and process residential, commercial, and industrial building permits and development agreements; provide engineering guidance on planning and building department submittals; and handle resident inquiries.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Supervise employees in the position of Engineering Technician.
2. Direct, participate, or assist in all phases of public improvement projects.
3. Direct, conduct, or assist with the City review and approval of private development or construction projects.
4. Insure completion of improvements conducted by private developers as specified in development agreements.
5. Provide oversight of City's Municipal Separate Storm Sewer System (MS4) permit and program.
6. Provide oversight of the City's Pavement Management Program (PMP).

7. Provide oversight of the City's Wellhead Protection Plan.
8. Prepare construction specifications and bid documents.
9. Develop and recommend procedures, policies, and ordinances to accomplish objectives of the Engineering Division.
10. Direct and review work of consultants assisting with the planning, design, construction management, and legal activities on City and development projects.
11. Insure engineering information is adequately managed in appropriate files, including Laserfiche; provide as built drawings to the IT/GIS Department.
12. Coordinates the maintenance of water, sanitary sewer, streets, storm sewer, parks, trails and cemetery maps, data bases, and comprehensive plans.
13. Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with City standards.
14. Provide written communications to City Departments, committees, commissions and the City Council.
15. Attend and participate in meetings with the City Council, Utilities Commission, other City Committee meetings, private developers and residents as directed by the Public Works Director/City Engineer.
16. Serve as acting Public Works Director in the absence of the Public Works Director/City Engineer's absence.
17. Assists with resident or customer inquiries and concerns.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of civil and municipal engineering principles and practices.
2. Knowledge of supervisory practices and techniques.
3. Knowledge of MN DOT State Aid Manual.
4. Knowledge of NPDES permit procedures.
5. Knowledge of current rules and regulations of the MPCA, MnDOT, ADA, OSHA, and others as related to streets, water, sanitary sewer, storm water, parks and trails.

6. Knowledge of current developments in the field of civil and municipal engineering.
7. Knowledge of applicable federal, state and local, codes, rules and regulations.
8. Proficiency in the use of AutoCAD, ArcView GIS, Laserfiche, and Microsoft Office programs.
9. Ability to prepare construction specifications and bid documents.
10. Ability to prepare technical reports, correspondence and memoranda.
11. Ability to manage time, and plan and direct the work of subordinates.
12. Ability to comprehend and communicate policies, practices and services of the Engineering Division to co-workers and members of the public.
13. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
14. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
15. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
16. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
17. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
18. Ability to exhibit excellent interpersonal and human relationship skills.
19. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
20. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
21. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.

**Additional Duties**

Performs other duties as assigned or apparent.

## **REQUIRED QUALIFICATIONS**

1. Bachelor's Degree in Civil Engineering with EIT Certificate; ability to become a Minnesota State Licensed Professional Civil Engineer within one year of date of hire.
2. One to three years of experience working in municipal engineering, including a minimum of one year of experience supervising employees.
3. Ability to obtain Minnesota MS4 required certifications within one year of the date of hire.
4. Working knowledge of the Microsoft Office Suite, AutoCAD 3D Design, and ArcView.
5. Possess and maintain a valid driver's license.

## **DESIRED QUALIFICATIONS**

1. Three to five years of experience in Municipal Engineering, including three to five years of experience supervising employees.
2. Possess a Minnesota State Licensed Professional Civil Engineer
3. Possess a Minnesota certified MS4 Inspector/Reviewer

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

## **PHYSICAL REQUIREMENTS**

These physical requirements are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. Work is performed in a standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

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