



CITY ENGINEER

JOB DESCRIPTION

Department: Public Works	Division: Engineering
Work Location: Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Appointed	FLSA Status: Exempt
Reports To: Director of Public Works	Union: Non-Union

JOB SUMMARY

The City Engineer is responsible for the administration and management of the Engineering Division. Duties include overseeing the planning, surveying, designing, constructing and maintaining of public works projects; developing and maintaining mapping and information systems; and reviewing and managing development and subdivisions in Urbana. The City Engineer is responsible for directing Engineering staff, generally with citywide responsibilities, that require developing and implementing strategies, objectives, and policies; defining an organizational structure and required resources; establishing organizational performance standards; and providing leadership for the organization and the community.

The City Engineer, under the direction of the Public Works Director, is responsible for development and implementation of the City of Urbana's Capital Improvement Plan (CIP). The CIP serves as the primary long-range multi-year outline for maintaining, preserving, and enhancing municipal assets across a rolling multi-year horizon.

The City Engineer is also responsible for managing all construction, maintenance, and repair of rights-of-way owned or controlled by the City, including but not limited to streets, alleys, parking lots, sidewalks, parkways, and easements; responsible for enforcing all code provisions relating to the construction, maintenance, and repair of such public ways and is hereby authorized to enforce such provisions.

This position requires frequent interaction with other staff, the public, and elected officials. This position requires complex applicable project management, problem solving and independent judgment and decision making appropriate for a professional engineering position.

ESSENTIAL FUNCTIONS

Division Operations

1. Actively supports and upholds the City's mission and values.
2. Provides effective direction, control, and management over key engineering functions including: infrastructure engineering, construction management, and development review. Manages, supervises and assists subordinate staff in the planning, design, construction and maintenance of street, sidewalks, drainage structures, transportation facilities, and other public works. Prepares and

oversees the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects. Meets and confers with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties. Ensures the effective coordination of work and project development between engineering/design components and the operations/maintenance components. Also ensures effective coordination with the other divisions and departments.

3. Performs a full range of project management activities for multiple construction projects: prepares project bid documents and advertises request for proposals; prepares correspondence; represents the City at construction meetings; coordinates and reviews inspection work of others; evaluates condition and conflicts of pertinent utilities; interacts extensively with affected stakeholders; inspects construction while work is in progress for adherence to plans, specifications, and other agency standards and regulatory requirements; interprets specifications and interact with contractors; obtains appropriate permits from regulatory agencies; effectively manages project costs; maintains clear and concise project records; and prepares final project reports and evaluations.
4. Serves as City Traffic Engineer.
5. Attends Council meetings to present requests and provide information. Makes presentations to other boards, commissions and committees as needed. Prepares reports and recommendations for Traffic Commission. Provides technical engineering advice and assistance to other departments, elected and appointed officials, other governmental jurisdictions, and consultants in the planning and execution of public works system improvements, programs, projects, and other engineering matters. Serves on the Traffic Commission and Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Technical Subcommittee.
6. Pursues federal, state, and county funding for engineering-related projects.
7. Assist the Public Works Director with project & budget planning; development of design standards updates for streets, sidewalks, water and sewer lines, pump stations, storm drains, retaining walls, culverts, and other public works and utility projects; and develop project estimates and schedules.
8. Acts as a liaison with appropriate municipal, county, state, and federal agencies regarding joint projects and regulations.
9. Oversees activities relating to construction of new and replacement sanitary and storm sewers, alleys, streets, sidewalks, bridges, traffic signals and streetlights.
10. Oversees activities relating to approval of new subdivision plats and plans; manages activities relating to the review of the service impact of annexations
11. Reviews and recommends approval of inspection reports regarding the condition of streets, sidewalks, sewers, bridges, and alleys for work planning purposes.
12. Assigns personnel to oversee contractors' progress, periodically personally reviewing progress and quality.
13. Maintains and recommends changes to City special assessment policies.
14. Establishes multi-year projections to plan the interrelated use of Capital Improvement Plan (CIP), Motor Fuel Tax (MFT), Sewer Benefit Tax (SBT) fund, and other related funds.
15. Certifies subdivision performance bond releases and Illinois Environmental Protection Agency's sanitary sewer permits, construction plans and specifications.

16. Reviews and approves right-of-way excavations and driveway construction; private sewage disposal systems; the extension, alteration of and connection to any storm drain or sanitary sewer; industrial discharges of cooling water and unpolluted process waters into storm sewers and natural outlets.
17. Reviews and recommends action in response to requests for traffic signs and controls, including emergency pre-emption.
18. Approves street names and addresses and organizes systems to assure consistency and coordination.
19. Implements design and construction of special fund projects; acquires field data; researches property histories and old project plans; design improvements; implements bid process.
20. Coordinates projects with external agencies including, but not limited to Illinois Department of Transportation, Champaign County, the City of Champaign, the University of Illinois, and Urbana Township and Somer Township.
21. Reviews and recommends grant-writing strategies to leverage city dollars for system improvements in coordination with other governmental agencies and/or private partners.
22. Initiates and maintains extensive contacts with key engineers and officials.
23. Performs all other functions as specified in Urbana City Code.

Team Management

1. Provides effective leadership of the division by creating and promoting a positive, inclusive work environment; provides effective work direction to employees by promoting the vision and mission of the department and the City and by reinforcing desired employee work behaviors. Demonstrates an ability to facilitate the group problem-solving process, recognizes positive results, manages conflict, and negotiates satisfactory outcomes.
2. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs and implements changes.
3. Works with division staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values by:
 - a. Selecting professional, technical and support staff and ensure effective morale, productivity and discipline;
 - b. Planning, organizing, administering, reviewing, and evaluating the activities of staff;
 - c. Providing for staff training and professional development;
 - d. Interpreting City and departmental policies and procedures for staff;
 - e. Working with employees to develop short and long-term goals, monitoring accomplishments, establishing performance requirements and personal development targets, and providing coaching for performance improvement and development.

Community Engagement

1. Displays a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.

2. Demonstrates the ability to apply one's comprehensive understanding of public works operations into strategic planning, complex problem solving, and diverse service delivery. Committed to addressing the needs of diverse and underserved communities.
3. Maintains effective relations with governmental officials, community leaders, citizens, news media representatives, and other key stakeholders.

Additional Duties

1. Performs other related duties and tasks assigned by the Mayor and City Administrator.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college or university with a bachelor's degree in civil engineering and eight (8) years minimum of progressively responsible managerial, supervisory, and administrative experience. Experience should include planning and directing difficult projects and supervising the work of professional engineering staff.
- Preferred attributes: master's degree in a civil engineering or a closely related field and/or municipal civil engineering experience.

Knowledge

- Comprehensive knowledge of the principles and practices of civil engineering; applicable laws, codes, ordinances, regulations, policies and procedures; construction management and practices for civil engineering projects; computer aided design and drafting; federal, state, and local engineering standards and regulations.
- Principles and practices of computer aided design and drafting, land surveying and mapping, and Geographic Information Systems (G.I.S.).
- Modern principles and practices of management and administration as it applies to engineering design and construction of municipal public works projects.
- Federal and state agency requirements regarding design, construction, management, and financing and approval of public works and traffic engineering projects.
- Municipal and departmental budgeting procedures.
- Public personnel administration and employee relations.

Skills

Excellent interpersonal, oral and written communication, analytical, decision-making, and managerial skills. Demonstrates skills in negotiation and persuasion of critical issues.

Ability to:

Establish and maintain effective working relationships with employees, residents, and elected officials; handle sensitive situations with tact and diplomacy; communicate effectively both orally

and in writing; establish and fulfill goals and objectives; direct and effectively supervise other employees; and administer budgets.

Licenses, Certifications and Memberships Required

- Must possess and maintain a current Professional Engineer license from the State of Illinois.
- Valid Illinois driver's license and safe driving record

Competencies

In addition to Core Workforce competencies:

Management competencies:

- Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.
- Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.
- Decisiveness – Willingness to make difficult decisions in a timely manner.
- Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Developing and Empowering Others – Willingness to delegate responsibility, coaching assigned employee to develop their capabilities.
- Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.
- Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.
- Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Supervision received

Under general direction: the incumbent receives guidance in terms of broad goals and overall objectives; has assigned responsibility for establishing the methods to attain them. Generally, the incumbent is in charge of an area of work and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Level and complexity of supervision exercised

This position is responsible for directing the work of the Civil Engineers and Land Surveyor; oversees work performed by consultants.

Job Dimensions

Makes decisions and recommendations that are authoritative and have an important impact on the extensive organizational activities. Sets priorities and reconciles directions from competing interests. Works on programs with complex features. Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems.

Physical Demands and Working Conditions

Indoor and outdoor work environment, subject to adverse weather conditions; driving a vehicle to conduct work. Sufficient body mobility, flexibility, and balance to perform duties in and around construction sites. Work in or around active traffic and or construction equipment.

Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to review and evaluate complex project designs and plans and operate a computer or related equipment. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits the employee to, discern verbal instructions, effectively communicate with others in person or on the telephone. Occasionally, lifting or moving components weighing up to 50 pounds. Sufficient, dexterity of hand and fingers to operate a computer or related equipment.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class:

For HR/Finance Use

Job Class Code	Pay Grade
	116
EEO Category	LVL