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***A Great Place to Live, Work and Play***

# **EMPLOYMENT OPPORTUNITY - CITY ENGINEER**

The City of Burlington is accepting applications and resumes for the position of City Engineer to coordinate, administer, oversee, and participate in projects and activities of the Engineering department.

**ESSENTIAL FUNCTIONS**

This is an administrative, professional, and technical position under the general direction of the Assistant City Manager for Public Works and is responsible for the application of engineering knowledge and skills to the design and construction of public works projects. The City Engineer prepares or reviews studies, reports, specifications, and plans for all public improvement projects. Duties also include the direction and coordination of the activities of professional, technical, and clerical personnel, and when necessary, the performance of technical and construction observation duties.

**MINIMUM QUALIFICATIONS**

Must possess a professional engineering license on the date of application and acquire a professional engineer’s license in the State of Iowa within six months of appointment. Professional license must be maintained throughout the duration of employment as City Engineer. Four (4) years of increasingly responsible professional civil engineering experience. Preference given for experience that also required supervisory and administrative experience. Bachelor’s degree from an accredited four-year college or university with an engineering degree that required major coursework in civil engineering. Possession of or ability to obtain with fifteen days of appointment, a valid Iowa State Driver’s License. Possession of the following certifications at the time of appointment is preferred and required within 18 months of appointment: Iowa DOT Aggregate Technician certification, Iowa DOT PCC Plant Inspection Technician certification, Iowa DOT HMA Plant Inspection Technician certification, and Federal Highway Bridge Inspection certification. Employees must live in Des Moines County or in Iowa within 15 air miles of the Burlington city limits.

**ANNUAL SALARY**

Non-Union, Range 9, $76,479 – $99,422 DOQ, with full benefit package.

**HOW TO APPLY**

Complete job description and Application are available at [www.burlingtoniowa.org](http://www.burlingtoniowa.org) or in person during business hours at City Hall 2nd Floor, 400 Washington St, Burlington, IA. Position will be open until filled.

***THE CITY OF BURLINGTON DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES***



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**OCTOBER 2020 JOB DESCRIPTION – CITY ENGINEER**

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.*

**JOB TITLE:** CITY ENGINEER

**DEPARTMENT:** PUBLIC WORKS – ENGINEERING DEPARTMENT

**IMMEDIATE SUPERVISOR:** ASSISTANT CITY MANAGER FOR PUBLIC WORKS

**SALARY RANGE:** NON-UNIONRANGE 9

**FLSA STATUS:** EXEMPT

**Job Summary**

This is an administrative, professional, and technical position under the general direction of the Assistant City Manager for Public Works and is responsible for the application of engineering knowledge and skills to the design and construction of public works projects. The City Engineer prepares or reviews studies, reports, specifications, and plans for all public improvement projects. Duties also include the direction and coordination of the activities of professional, technical, and clerical personnel, and when necessary, the performance of technical and construction observation duties.

**Supervision Exercised and Received**

Receives administrative direction and general supervision from the Assistant City Manager for Public Works.

Exercises direct management over professional, technical, and clerical staff within the Engineering Division of the Public Works Department.

**Examples of Important Job Duties and Responsibilities***--Important duties and responsibilities may include, but are not limited to, the following:*

**Essential duties and responsibilities**

Organizes and coordinates public works projects and various engineering activities involving field and office engineering personnel.

Provides technical supervision and guidance to personnel involved in design, drafting, specification writing, cost estimating, surveying, construction inspection, and other engineering activities connected with the construction of streets, sidewalks, sewer and storm drainage systems, traffic facilities and other public improvement projects.

Performs and supervises the performance of typical construction related surveys.

Prepares contracts and contract specifications and bidding documents.

Inspects city construction projects, checking for proper alignment, grade, materials, and procedures.

Inspects bridges.

Manages City Right of Way including utility, sidewalk, driveways, and other excavation permitting.

Handles various problem referrals regarding public improvement projects.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the engineering division.

Prepares reports dealing with public improvement projects and maintains records on public sewer data.

Provides liaison between consultant firms and the department as directed.

Performs hiring, disciplinary and termination procedures for the engineering division.

Monitors engineering budget.

Maintains regular and punctual attendance.

Represents the City in a responsible, professional, and trustworthy manner.

**Other important duties and responsibilities**

Consults with private builders, subdivision developers, and other engineers in street and drainage plans.

Ensures ADA compliance on City projects.

Ensures bridge inspections are completed as required.

Reviews new subdivision plans, commercial developments, and industrial developments to ensure compliance with the city’s subdivision and drainage ordinances.

Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Civil engineering principles, street construction and maintenance requirements, water distribution and sewer collection systems, and public works facility operations.

Skills in leadership, management, negotiation, oral and written communications, problem solving, and decision-making.

Principles and practices of project management. Computer systems, including computer aided design software.

GIS Management Systems

Principles and practices of municipal budget development, preparation, implementation, and administration.

English usage, spelling, and grammar.

Principles and applications of mathematics.

Pertinent federal, state, and local rules, regulations, and ordinances.

**Ability to:**

Plan projects and prepare related designs, estimates and specifications.

Perform advanced engineering computations and to resolve comprehensive engineering problems.

Read/use civil engineering precise instrumentation and equipment.

Operate and supervise the operation of AutoCAD and Arcmap software.

Operate electronic/digital total station and gps equipment.

Read, keep accurate records, and understand technical materials, reports, and journals.

Provide leadership to, and plan, schedule and supervise the work of subordinates.

Develop, present, and administer a division budget.

Prepare clear and concise reports.

Assist in preparation and administration of complex budgets.

Present facts and recommendations effectively and communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with subordinates, City, County, State and Federal officials and the public.

Operate a motor vehicle. Transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City.

Plan effectively, motivate tactfully, and utilize staff efficiently.

Maintain effective audio-visual discrimination and perception needed for:

1. making observations
2. reading and writing
3. developing plan sets and maps
4. reviewing planets and maps
5. answering questions
6. communicating with others

Maintain mental capacity which permits:

1. making sound decisions and using good judgment
2. maintaining confidentiality
3. calculating complex mathematical equations
4. answering questions
5. analyzing plans and a variety of data

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

1. walking, standing, or sitting for extended periods of time
2. operating a vehicle

Effectively handle a work environment and conditions, which involve:

1. exposure to dust, dirt, loud noises, fumes, and odors
2. travel periodically in a vehicle
3. occasional exposure to extreme temperatures and inclement weather conditions
4. potential exposure to angry citizens

**Experience and Training Guidelines**

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

**Minimum Experience:**

Four (4) years of increasingly responsible professional civil engineering experience. Preference given for

Experience that also required supervisory and administrative experience.

**Minimum Training:**

Bachelor’s degree from an accredited four-year college or university with an engineering degree that

required major coursework in civil engineering.

**License or Certificate**

Must possess a professional engineering license on the date of application and acquire a professional engineer’s license in the State of Iowa within six months of appointment. Professional license must be maintained throughout the duration of employment as City Engineer.

Possession of / or ability to obtain with fifteen days of appointment, a valid Iowa State Driver’s License.

Possession of the following certifications at the time of appointment is preferred, and required within 18 months of appointment:

Iowa DOT Aggregate Technician certification.

Iowa DOT PCC Plant Inspection Technician certification.

Iowa DOT HMA Plant Inspection Technician certification.

Federal Highway Bridge Inspection certification.

**Working Conditions**

**Environmental Conditions:**

Office and outdoor environment; requires travel in vehicle; exposure to construction site hazards, i.e., extreme weather conditions, moving machinery and equipment, uneven surfaces, ladders, noise levels over 90 decibels, sharp or falling objects. Face potential exposure to poisonous weeds and dangerous animals. Face potential exposure to angry and difficult people.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, and walking for extended periods of time, and operating a motor vehicle.

**Signature/Approval**

*Employee Signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee Printed Name*

*Department Head Signature Date*

**PHYSICAL JOB REQUIREMENT ANALYSIS**

Class Description/Code: City Engineer Date of Analysis: 8-15-16

1. Work hours: From 8 a.m. to 5 p.m. Number of Days per Week: 5\_\_

2. Overtime: How much 1 hr. How often \_\_ per week Seasonal \_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What licensure/certifications are required in the job, /i.e., CDL, CPR, etc.

P.E., Driver, IDOT Material Certifications

**PHYSICAL REQUIREMENTS:**

4. What is the maximum duration an employee is required to do the following activity?

Standing \_33\_\_% Walking \_33\_\_% Sitting \_33\_\_% = Total 100%

5. The work environment is: Inside \_80\_\_% Outside \_\_20\_% = Total 100%

6. In a workday, the job requires: (check the appropriate column for each activity) *Include*

*essential job duties performed on a sporadic basis.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Continually**  **66% - 100%**  **6 - 8 hrs./day** | **Frequently**  **34% - 65%**  **4 – 6 hrs./day** | **Occasionally**  **1% - 33%**  **1 – 3 hrs./day** | **Never** |
| Bend/Crouch |  |  | X |  |
| Squat |  |  | X |  |
| Crawl |  |  | X |  |
| Climb Steps |  |  | X |  |
| Climb Ladders |  |  | X |  |
| Reach/Work above shoulder level |  |  | X |  |
| Lift above shoulder level |  |  | X |  |
| Kneel |  |  | X |  |
| Balance |  |  | X |  |
| Push/Pull |  |  | X |  |
| Throwing |  |  |  | X |
| Walking on uneven ground |  |  | X |  |
| Working in trenches |  |  | X |  |
| Working above ground |  |  | X |  |
| Comments: | | | | |
|  | | | | |

7. The heaviest weight lifted while either sitting or standing in one place is: 75 lbs.

Example of lifting requirement of this weight are (list object and weight): concrete beam

8. The heaviest weight carried while walking from place-to-place weighs: 50 lbs.

Examples of lifting requirement of this weight are (list object and weight): air meter

9. The heaviest pushed/pulled weight is: 145 lbs. The manhole cover is pushed or pulled a distance of: \_ 3 feet\_ \_\_\_ at a frequency of: \_ occasionally \_\_\_\_.

10. In a workday, does the job require lifting?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Continually**  **66% - 100%**  **6 - 8 hrs./day** | **Frequently**  **34% - 65%**  **4 – 6 hrs./day** | **Occasionally**  **1% - 33%**  **1 – 3 hrs./day** | **Never** |
| Lifting up to 10 lbs. |  | X |  |  |
| 11-25 pounds |  | X |  |  |
| 26-50 pounds |  |  | X |  |
| 51-100 pounds |  |  | X |  |
| Over 100 pounds |  |  |  | X |

11. In a workday, does the job require carrying an object distance greater than ten feet?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Continually**  **66% - 100%**  **6 - 8 hrs./day** | **Frequently**  **34% - 65%**  **4 – 6 hrs./day** | **Occasionally**  **1% - 33%**  **1 – 3 hrs./day** | **Never** |
| Carrying under 10lbs. |  |  | X |  |
| 11-25 pounds |  |  | X |  |
| 26-50 pounds |  |  | X |  |
| 51-100 pounds |  |  | X |  |
| Over 100 pounds |  |  |  | X |

12. Does the job require use of hands for repetitive actions?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Continually**  **66% - 100%**  **6 - 8 hrs./day** | **Frequently**  **34% - 65%**  **4 – 6 hrs./day** | **Occasionally**  **1% - 33%**  **1 – 3 hrs./day** | **Never** |
| Light grasping- Left |  | X |  |  |
| Light grasping -Right |  | X |  |  |
| Firm grasping -Left |  |  | X |  |
| Firm grasping -Right |  |  | X |  |
| Fine manipulation-Left |  | X |  |  |
| Fine manipulation-Right |  | X |  |  |

13. Does the job require specific grip strength? \_\_\_\_\_ yes \_X\_\_no

Grip strength measured: n/a (determined by Joint Safety Committee standards).

14. Does the job require use of feet for operation of foot controls?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Continually**  **66% - 100%**  **6 - 8 hrs./day** | **Frequently**  **34% - 65%**  **4 – 6 hrs./day** | **Occasionally**  **1% - 33%**  **1 – 3 hrs./day** | **Never** |
| Both feet |  |  | X |  |
| Right foot |  |  | X |  |
| Left foot |  |  | X |  |

15. Does the job require sensory acuity? Please comment on ‘yes’ replies and give examples

|  |  |  |  |
| --- | --- | --- | --- |
| **Sense:** | **Yes** | **No** | **Comment** |
| Vision | X |  |  |
| Smell |  | X |  |
| Hearing | X |  |  |
| Taste |  | X |  |
| Touch | X |  |  |

**WORK ENVIRONMENT:**

Does the job require?

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes** | **No** | **Comment (what kind)** |
| Working at unprotected heights |  | X | Bridge inspection meets OSHA Safety |
| Being around moving machinery | X |  | Backhoe, pavers |
| Driving automotive equipment | X |  | Pickup |
| Exposure to vast changes in temp/humidity | X |  | A/C building to outside |
| Exposure to dust/fumes/gases | X |  | Paving operations/sewers |
| Working on uneven ground | X |  | Construction projects |
| Communication through spoken word | X |  |  |
| Communication through written word | X |  | Reports |
| Structured breaks and lunch time |  | X |  |
| Confined space entry | X |  | Sewer entry |
| Limited mobility |  | X |  |
| Wearing a respirator |  | X |  |
| Other special equipment | X |  | Safety belts |
| Comments: | | | |