



TOWN ENGINEER

Department: **Public Works** Class Code: **34**
Reports to: **Public Works Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, directs and manages the Town Public Works, Water Resources and Utilities. Serve a technical role in developing plans, projects and solutions to problems as assigned by the Director of Public Works. May conduct projects as assigned, as well as serve as the operation manager of the Town's utilities and maintenance of same.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises and directs subordinate staff in designated departments; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Hires and trains staff as directed by the Public Works Director.
- Plans, direct, supervise and participates in the technical review of engineering plans, technical reports, and construction documents for private and public infrastructure, reviews designs, coordinates and manages complex engineering projects, including capital improvement and private development projects.
- Serves as the Town's Floodplain Administer; administers and enforces all development within Federal Emergency Management Agency (FEMA) flood hazard areas in accordance with National Flood Insurance Program (NFIP), County and Town Floodplain Regulations, and other state, and local, requirements. Approves technical documents such as Conditional and Final Letters of Map Revision (CLOMR/LOMR), Drainage Reports, Elevation Certificates; enforces the stipulations set forth on individual floodplain use permits; coordinates and represents the Town on interagency drainage studies and projects.
- Discusses timelines and project specifications with subordinate supervisors and/or other departments.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews and approves payments to consultants and contractors.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Signs and seals engineering plans, reports, specifications and contract documents.
- Coordinates all project plan submittals for review, approvals and distribution.
- Prepares and reviews technical documents and bid specifications, as directed by Public Works Director.
- Prepares various position papers, as directed by Public Works Director.
- Inspects and/or supervises the inspection of assigned projects.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensures project documentation tracking using various reports and as-built submittals.
- Participates in the development of the Department budget; monitors expenditures.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with Town staff, contractors, vendors, residents and visitors; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Civil Engineering or a closely related field and 7-10 years of experience, including five years of supervisory experience, in municipal engineering and design or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Arizona Registered Professional Civil Engineer

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of civil engineering and project management;
- Principles and practices of administrative management;
- Principles and practices of effective employee supervision;
- Principles and practices of road construction, maintenance and repair;
- Municipal budgets practices;
- Management techniques and option to successfully motivate and supervise staff;
- Reviewing and checking complex engineering designs, computations, plans, and studies;
- Researching engineering and design issues and evaluating alternatives;
- MAG/YAG, and ADOT standards;
- Construction specification preparation and inspection;
- Customer service principles and practices;
- CAD/Civil 3D drafting procedures and methods;
- Hydrology and hydraulic principles;
- HEC/RAS, HEC/HMS procedures and methods;
- The topography and political boundaries of the Town; and
- Uses and applications of personal computers and various software including word processing, spreadsheet, power point, and database applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors and the general public;
- Read and interpret plans, technical manuals, legal descriptions and related sources;
- Problem solving and decision making;
- Prepare and present effective staff reports;
- Develop technical reports and computations;
- Possess a flexible and adaptive leadership style with the ability to change behavior in appropriate ways as situations dictate;
- Promote innovation and new processes, without neglecting fiscal responsibility and the public's trust through effective ideas and empowering staff;
- Identify, coach and mentor internal staff with the vision to fill future key leadership positions;
- Communicate effectively, both orally and in writing;
- Assess and prioritize multiple tasks and demands; and
- Operate a personal computer utilizing a variety of diagnostic software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May

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be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
PW Director/Town Engineer	3/5/2014			38	Exempt	
		3/2016	Town Engineer	34	Exempt	

APPROVED: _____

DATE: _____