



Assistant Town Engineer

Department: **Public Works** Class Code: **31**
Reports to: **Town Engineer** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, manages and oversees various Town engineering projects.

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.*

- Reviews and approves general civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes and ordinances; performs review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.
- Reviews permit applications for work within City rights-of-way as they apply to development proposals.
- Conducts pre-application and pre-construction conferences and explains permit conditions and requirements.
- Performs general civil engineering work for capital improvement projects including the design of municipal projects. Provides complex technical, administrative, and other support to the Town Engineer as needed.
- Oversees the work of external consultants and Town staff; develops schedules for bidding and construction; participates in the selection of bidders.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews payments to consultants and contractors.
- Provides technical direction, project management and assistance to developers, consultants, external agencies and engineering staff regarding projects.
- Reviews materials, methods, equipment, specifications, cost estimates and related documents.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Participates in preparation and negotiation for right-of-way acquisition.
- Inspects capital improvement projects and/or supervises the inspection of projects.
- Prepares and presents written and oral reports on projects for Town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensure project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and the infrastructure.
- Participates in the development of the Department budget.
- May represent the Town on professional and technical committees.
- 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.

JOB DESCRIPTION

Assistant Town Engineer

- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; 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 two years of experience in general municipal engineering or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid driver’s license.
Possession of Engineer-In-Training (EIT) Certificate.

Required Knowledge of:

- Engineering practices, principles, terminology and methods.
- MAG and ADOT standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors and the general public.
- Read and interpret legal descriptions.
- Develop technical reports and computations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- 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 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
	2/2018			31	Exempt	

APPROVED: Human Resources

DATE: 10/10/2018