

City of McCall

CLASS SPECIFICATION

CITY STAFF ENGINEER

FLSA Designation: Exempt

Pay Grade: 15

Effective Date: 11/25/2009

General Statement of Duties

Plans, organizes, directs and manages the conception, development, design and construction of city facilities and other infrastructure; performs related work as required.

Classification Summary

The primary function of an employee in this class is to manage all phases of City infrastructure construction including water, sewer, streets, traffic signals, public engineering projects and signs. The City Staff Engineer reports to and works under the general direction of the Public Works Director, although extensive latitude is allowed to exercise independent judgment and initiative in managing projects. The principal duties of the position are performed in a general office environment.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Supervises professional, technical and administrative support staff involved in engineering and related functions;
- Educates the public on engineering issues through use of media, reports, public meetings and presentations;
- Serves as advisor and liaison to City Council, Planning Commission, Transportation Advisory Committee and various other committees and boards;
- Develops, organizes and facilitates comprehensive capital improvement programs;
- Initiates research and review of standard practice to determine industry trends and develops policies, standards, ordinances, and regulatory activities based upon findings;
- Reviews and approves all design projects;
- Coordinates and manages engineering tasks with contracted engineers. Meets with consulting engineers, architects, builders and the public regarding project issues and developments;
- Coordinates improvements to downtown business district and on public properties;
- Initiates, reviews, and approves various engineering, traffic or other related projects and reports;
- Develops policies for optimal utilization of downtown public spaces;
- Drafts new and revised city ordinances affecting development and infrastructure improvements;
- Administers grant funds; monitors grant compliance;

- Attends city council meetings (when necessary);
- Revises Drainage Management Guidelines and other policies documents that reflect best practices in industry;;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs special projects as assigned by City Manager, Public Works Director, Community Development Director, Parks and Recreation Director, and City Council;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Progressive engineering principles and practices as used in the construction industry;
- Statistics, physics, mathematics, and engineering methods;
- Federal, state and city codes and ordinances related to engineering;
- Management and supervisory principles, practices and techniques;
- A variety of engineering skills related to streets, water, sewer, stormwater management, development reviews, pathways, and parks and recreation facilities.

Ability to:

- Utilize various evaluation methods to assure operations quality, to understand and interpret building codes, engineering calculations, construction drawings and design specifications;
- Plan, organize and direct the functions among City Departments;
- Prepare and administer a budget and grant funds;
- Interpret and explain various numeric and narrative records including research reports, technical memorandums, etc.;
- Communicate effectively verbally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Establish and maintain effective working relationships with elected officials, City Manager, consultants, professionals, employees and the general public.

Acceptable Experience and Training

- Bachelor's degree in civil, geotechnical, or structural engineering, or related field;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Licensed Professional Engineer
- Current Drivers License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and on the telephone;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend complex plans, documents, review plans, and diagrams, interpret various technical numeric and narrative records.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient body mobility, flexibility, and balance to work in an office environment and make occasional field inspections.