



## JOB DESCRIPTION

**Title:** City Engineer

**Department:** Engineering

**Reports to:** City Administrator/General Manager

**Pay Grade:** 84

**Date Adopted:** February 15, 2021 (Resolution 6677)

**Previous Revision Date:** 1993

**Last Revision Date:**

**Type:**  Full Time

Part Time

**FLSA:**  Exempt  Salary

Non Exempt  Hourly

**Union:**  Yes

No

---

### Job Summary:

Manage the City's Engineering Department. Work involves supervising and providing professional engineering services in connection with planning, organizing, directing, and coordinating activities involving municipal streets, storm sewers, water distribution, and wastewater collection and treatment facilities. Work also involves reviewing plans and specifications for construction projects, including the responsibility for resolving technical engineering problems and insuring the efficient and economical construction of a wide variety of municipal public works and utilities projects. Direct and coordinate all engineering studies and reports, and maintenance of all engineering records, maps, and plats. An employee in this classification exercises considerable independent judgment in developing and carrying out assigned projects and is responsible for their successful completion.

---

### Essential Functions:

1. Prepare construction plans for public works projects. Read plats, maps, and construction plans. Translate accumulated field data and engineering data into construction plans using standard drafting techniques and computer-aided-drafting system (CAD). Compute surveying and engineering mathematical problems. Analyze and recommend possible solutions to engineering problems.
2. Research property ownerships and legal documents. Investigate existing right-of-way and easements through documents located in the county courthouse or accessed through city and county computer records.
3. Assist the public with questions or requests for information requested over the phone or in person. Answer questions, retrieves copies of plat sheets, city maps, aerial sheets, and any other prints required.

4. Perform construction inspections per City standards and project specifications. Measure field quantities. Make independent field decisions.
5. Create civil engineering methods and procedures through the use of computer-aided drafting and design and other technology.
6. Design drawings and maintain records of drawings.
7. Perform routine engineering design and mapping.
8. Assist the public with utility information and/or directing them to proper location in the City/BPW.
9. Research utility information; prepare and maintain a variety of status reports and records.
10. Review aerial photos, locate property corners, and research legal descriptions.
11. Direct Engineering Department and coordinate all activities. Establish, develop, and implement goals, objectives, policies, procedures, and priorities. Resolve work problems and interpret administrative policies to subordinates and the public. Supervise, train, and evaluate subordinates. Organize Department and assign responsibilities to staff members. Provide direction for accomplishment of duties and activities and follow through on staff completion.
12. Construction of various public works and utilities projects, facilities, and programs. Plan, program, and direct all City activities involving civil engineering, traffic engineering, land surveying, project management, and construction; closely coordinate this work with input from other departments within the City. Evaluate bids and recommend bid award to Board of Public Works Board and City Council. Coordinate and direct work of consulting engineering firms and staff to ensure uniform standards for public works projects design and construction. Prepare contracts. Meet with consultants to work out contract details and design standards. Review preliminary and final plans to ensure acceptability with city codes and good engineering practices. Visit with engineers and contractors to monitor progress and resolve problems.
13. Administer the Right-of-Way Management Program. Implement policy and establish procedures to govern all construction activities in public rights-of-way. Oversee the right-of-way permit approval, issuance, inspection, and close-out activities. Coordinate with current and potential right-of-way users to ensure City standards for right-of-way construction are maintained.
14. Administer the Stormwater Management Program. Establish programs, projects, and activities through which the City's requirements for stormwater management are accomplished. Develop the annual and multi-year program and budget for the Stormwater Management Program.

15. Serve as the Floodplain Coordinator. Administer and prepare the City's flood damage prevention program, updating flood maps, plans, and policies of the community and any other related matters.
16. Review and approve construction plans and bids, consultant agreements, change orders for all projects.
17. Review all plats prior to consideration of approval by Planning and Zoning Commission and City Council.
18. Prepare annual Department budget and monitors expenditures. Determine budget requirements, equipment and vehicle replacement, and calculates costs. Supervise the preparation of budgets and reports for the Engineering Department.
19. Direct preparation of engineering feasibility reports and cost estimates. Work with staff to establish desired results, methods, operations, and costs. Determine scope of work required and possible engineering solutions. Present and explain reports as required.
20. Oversee upkeep of official City maps, plats, and engineering records per uniform engineering standards and state-of-the-art technology. Establish Department priorities and methodologies for keeping all records up to date.
21. Monitor and direct consultant engineers and construction in accordance with City ordinances and engineering standards. Assign staff to review plans and enforce construction standards.
22. In conjunction with City Traffic Engineer, establish transportation programs and policies.
23. Respond in person, in writing, or by phone to inquiries from general public on engineering and drainage questions. Assign staff to investigate questions or get involved personally.
24. Assist in writing City ordinances and policies related to engineering design and construction standards. Research all aspects of issue in question, including review of similar ordinances in other cities.
25. Attend City Council, Planning and Zoning Commission, and Board of Public Works meetings and prepare information, written reports, and comment on agenda items as required.
26. Support engineering and construction requirements during emergency operations. Assist with infrastructure and utility restoration programs following incidents or emergencies.
27. Represent the City in conferring with other governmental jurisdictions, private firms, and the general public concerning public works and utilities projects. Meet with City Council, Nebraska Department of Roads, Nebraska Department of Environmental Quality, CORP of Engineers, on behalf of City projects. Oversee and prepare information for the 1-6 Year Road plan, updating of all maps and develop GIS and GPS systems for the City.

28. Read and comprehend City, state, and federal regulations. Ability to analyze complex problems and recommend possible solutions.
  29. Attend professional development conferences, seminars, and classes.
  30. Attend staff and BPW meetings and City Council meetings when required.
  31. Attend meetings with Economic Development prospects as required.
  32. Keep confidential information confidential.
  33. Travel and tour City projects in adverse conditions, to include but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
  34. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
  35. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  36. Perform other work which is consistent with the essential functions of the job.
  37. Perform other duties as assigned.
- 

**Education and Special License(s)/Certifications:**

High school diploma or equivalent required.

Bachelor's degree in civil engineering or a related engineering field of study from an accredited four (4) year college or university. Registration as a professional civil engineer in the State of Nebraska. Master's degree in civil engineering, public administration, or business is preferred.

Must possess a valid driver's license and maintain an insurable driving record.

---

**Experience:**

Experience in the practice of civil engineering in a responsible supervisory capacity or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Thorough knowledge of the principles and practices of administration as applied to the design and construction of public works and utilities projects and facilities.

Thorough knowledge of the principles and practices of civil engineering as they relate to public works and utilities engineering projects.

Thorough knowledge of materials, methods, and techniques utilized in the construction, maintenance, and operation of public works and utilities projects.

---

---

**Skills:**

1. Ability to organize and coordinate the activities of the Engineering Department.
2. Ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public.
3. Surveying skills.
4. Manual drafting skills.
5. Computer operation skills.
6. Good oral and written communication skills for working within the office and with the general public.
7. Knowledge of routine principles, practices, equipment, and materials used in technical civil engineering and line and computerized drafting.
8. Ability to learn micro-computer systems and related peripheral devices.
9. Ability to perform accurate engineering mathematical calculations.
10. Ability to perform routine design and layout work and prepare reports.
11. Ability to establish and maintain effective relationships with supervisors, coworkers, contractors, and the general public.
12. Knowledge of mathematics and survey techniques, instruments, and tools.
13. Considerable knowledge of the use of Auto-Cad, spreadsheets, word processing, and database.
14. Ability to prepare clear and concise written reports.
15. Leadership skills.
16. Basic mathematical and accounting skills.
17. Analytical skills.
18. Public Speaking/presentation skills.
19. Project management skills.
20. Time management skills.
21. Facilitation skills
22. Organizational skills.

---

**Mental Requirements:**

1. Ability to read plat sheets and maps.
  2. Ability to read and comprehend City codes.
  3. Ability to analyze complex problems (drainage, OP Flood Warning System) and recommend possible solutions.
  4. Exhibit diplomacy and judgment when working with citizens, contractors, or other public officials.
  5. Ability to understand computer commands and generated reports.
  6. Ability to compute mathematical calculations used in surveying and measuring.
  7. Ability to translate accumulated field data and engineering information into legible construction plans.
  8. Ability to work on several projects at once.
  9. Diplomacy and judgment.
  10. Mechanical aptitude.
-

---

**Physical Requirements:**

1. Hand/eye coordination adequate to operate surveying equipment.
2. Ability to place construction stakes with the use of manual tools.
3. Ability to traverse rough terrain.
4. Exposure to vehicle noise and fumes.
5. Exposure to extreme environmental conditions.
6. Ability to draw engineering plans manually or with the use of CAD.
7. Ability to visually review maps, plans, and plats.
8. Visual stamina and acuity to review maps, plans, and plats.
9. Ability to operate print machine, plotter, and other drafting equipment.
10. Ability to operate City vehicles.
11. Ability to make and receive phone calls.
12. Hand/eye coordination adequate to input computer.
13. Ability to sit and be attentive for extended periods of time.
14. Ability to speak to an individual or group for an extended period of time.
15. Ability to lift 20 pounds and transport 20 feet.

---

**Supervisory Responsibility (Direct and Indirect):**

Direct: Surveyor/Engineering Tech  
Engineer Technician

Indirect:

---

**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

---

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date