

City of Shakopee
POSITION DESCRIPTION

TITLE: City Engineer
DEPARTMENT: Engineering
REPORTS TO: City Administrator
STATUS: Full-Time, Exempt
PAY GRADE: 230
LAST REVIEWED: 02.06.2023

SUMMARY

Leads and manages the Engineering Department. Responsible for overseeing all aspects of the Department's operation, including the establishment of an effective organizational structure and management of personnel, equipment, and budgetary resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches, drafts and recommends new and revised regulations, plans, policies, procedures and ordinances for the design, installation, operation and long-term maintenance of the City's physical infrastructure to effectively meet the City's short and long-term goals. Oversees implementation of adopted plans and policies.
- Develops and recommends annual departmental operating budget and fee schedule; monitors and controls expenditures within approved limits and according to City policies and procedures. Works with Administration and Finance on project financing.
- Coordinates and oversees preparation of the City's Capital Improvement Program for streets, sanitary sewer, and storm water drainage.
- Reviews and approves the technical design criteria and standard specifications for the design and construction of roadways, sanitary sewers and storm sewers. Interprets and applies the criteria and specifications where there are questions regarding proper interpretation; communicates and explains findings to developers, contractors, property owners and the general public.
- Oversees the design of a wide range of municipal engineering projects by subordinate staff and/or consultants. Directly undertakes the design, review and/or inspection of certain projects when that participation contributes effectively to the overall achievement of the Division's goals, schedules, and programs.
- Provides oversight and direction to staff in order to ensure environmental policies and regulations are appropriately applied, and that the care, preservation and creation of natural resources is properly accounted for in the development and maintenance of the City's physical and natural infrastructure.
- Oversees the City's GIS mapping system, Municipal State Aid System, Pavement Preservation Program, and management of the City's public right-of-way.
- Coordinates the work of the Traffic Safety Review Committee, and regularly monitors road accident data to ensure the safe and efficient functioning of the City's traffic system.
- Continuously evaluates the Department's processes and services; developing options for improving or matching services and infrastructure investments more closely to meet community needs. Implements adopted changes within the designated timeline and budget.
- Provides direct and in-direct supervision to all Department employees in accordance with City policies and applicable laws. Responsibilities include selection, development and training of personnel; planning, assigning, and directing work; appraising performance; addressing complaints, resolving problems and taking appropriate disciplinary action when necessary.
- Participates in external meetings, seminars and training designed to keep informed of recent trends in the field, industry best practices, new technologies, and potential improvements.
- Represents the department at a variety of regularly scheduled and special City meetings and workshops. Represents the City at a wide variety of local, regional and statewide meetings, workshops and public hearings.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- Keeps City Administrator and other city departments informed as needed, requesting action when required; recommends policies and procedures to be added or adopted by City Council.
- Coordinates with Planning Department on the five-year Park Asset Improvement Plan.
- All other tasks, duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of modern principles and practice of civil engineering.
- Thorough knowledge of relevant local, state, and federal laws.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to support Department recommendations within a context of objective, analytical data, and justifiable cost.
- Ability to establish and maintain positive, professional working relationships internally with co-workers, subordinates and supervisors, and externally with representatives of a wide variety of local, state and federal agencies and organizations.
- Ability to work with the public in a friendly, tactful manner.
- Ability to read, analyze and interpret financial reports, legal documents and complex engineering plans and specifications.
- Ability to effectively present complex and technical information to and field questions from elected officials and the general public.
- Ability to maintain a high level of integrity and ethical performance at all times.
- Ability to work successfully under stress, pressure, and changing conditions. Ability to evaluate situations, innovate, improvise as necessary, and adapt in a timely fashion.
- Ability to plan and develop organizational goals and objectives, take initiative, facilitate organizational change, and communicate goals and objectives to Department personnel and the general public.

SUPERVISION

- Directly supervises the Assistant City Engineer, Water/Environmental Engineer and Administrative Assistant. In-directly supervises and responsible for all other engineering staff.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in Civil Engineering, and eight years of increasingly responsible municipal engineering experience, including supervisory and budgetary experience. Registration as a Professional Engineer in the State of Minnesota and a valid driver's license.

Desirable Qualifications

Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. However, the employee is occasionally exposed to outside weather conditions and the noise, dust and uneven terrain of construction sites.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.