



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: City Engineer	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Director of Public Works	GRADE/RANK: Grade 20
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Serves as a department Manager performing complex professional work overseeing the planning, design and inspection of engineering projects in the City.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Supervises and directs subordinate personnel in the preparation of design criteria, designs, analysis, specifications, plans, investigations, cost estimates, tabulations of contract bids, contracts, contractor payments and related matters;
- Establishes schedules, reviews work and gives suggestions of public works projects;
- Prepares Capital Improvement Plan estimates for Engineering projects;
- Administers VDOT funded projects through Revenue Sharing, Transportation Alternatives, and Safe Routes to School Funding programs;
- Assists in preparation of Grant Funding applications;
- Oversees the review and approval of subdivision and site work by private parties;
- Supervises inspection, Construction Contract Administration and acceptance of City improvements;
- Coordinates work of engineering staff with other Federal, State and City agencies;
- Oversees personnel actions and the maintenance of records;
- Drafts RFP's, reviews responses and recommends award;
- Prepares a variety of technical reports and gives presentations of same as required;

- Provides liaison with the public, developers and private engineers;
- Oversees consultant projects
- Oversees utility distribution mapping and modeling
- Oversees digital mapping element of the GIS
- Oversees Engineering Plan Review as part of Community Development and;
- Performs other duties as assigned by Director.

DISTINGUISHING FEATURES OF THE POSITION:

Position must be able to work some evenings and week-ends to attend meetings and respond to emergency situations involving city facilities and services.

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of the principles and practices of civil engineering as applied to the development and construction of public works projects. Has knowledge of: water modeling software, computer aided design and mapping and Surveying Principles and Practice. Has the ability to: plan, lay out and direct the work of subordinates; plan projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; establish and maintain effective working relationships with City officials, employees, contractors and the general public; communicate complete ideas effectively, orally and in writing and; calculate complex cost reports. Has skill in the use of civil engineering instruments and equipment.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree in civil engineering with a minimum of five years of experience in professional civil engineering work. Prior municipal experience desired but not required. Must be licensed as a professional engineer in the Commonwealth of Virginia.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force occasionally to move objects; work requires reaching, grasping, and repetitive motions, walking on uneven ground; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surrounds and activities; the worker is subject to some adverse environmental conditions such as poison ivy in developing sites.

ADA:

The employer will make reasonable accommodations in compliance with the American with

Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has supervisory responsibilities for both professional and technical staff. Occasional supervision may be required for college interns.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for determining compliance with local, state and federal codes and laws, makes recommendations for action of city administration and council, determining construction company compliance with all specs and contract terms.

This job description in no way states or implies that these are the only duties to be performed by this employee. The City Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2020