CITY OF VALLEY CITY, NORTH DAKOTA
CITY ENGINEER

JOB DESCRIPTION

Title: City Engineer
Department: Engineering
Reports To: City Administrator

DATE: 06/16/2020
STATUS: Exempt
Class Grade: D-62

POSITION OBJECTIVE and PURPOSE:
This position is responsible for applying the principles, methods, and techniques of engineering project design and management by performing the duties listed below. In addition, this position is responsible for building inspection activities and zoning administration.

ESSENTIAL DUTIES (ENGINEERING):

1. Prepares plans, detailed dimensional drawings, estimates of quantities, specifications and bidding documents for maintenance, repair, or replacement of streets, sidewalks, and bike paths; sanitary sewer collection systems; water distribution systems; storm sewer systems; and buildings and grounds. Conducts necessary field surveys, or directs and monitors consulting engineers and surveyors in the preparation of surveys or engineering design to define scope of work.

2. Reviews consultant’s plans, cost estimates, specifications, evaluations, and other documents for compliance with local, state, and federal requirements and standards and confers with the City Administrator concerning plans preparation, acceptance testing, evaluation of field conditions, and design changes. Directs and monitors consulting engineers providing design and construction engineering services on projects.

3. Coordinates and reviews materials testing performed by outside vendors. Checks shop drawings for compliance with plans and specifications. Reviews payment requisitions.

4. Directs and monitors contractors engaged in construction of municipal facilities and improvement projects. Inspects construction and project sites to determine conformance of site to design specifications and plans. Maintains daily construction log and daily quantity reports and documentation. Reviews and recommends to City Administrator on contractor pay requests and verifies quantities. Prepares and maintains record drawings and specifications on construction projects. Directs and monitors construction staking. Provides inspection of erosion and pollution control measures. Coordinates with other agencies, engineers and stakeholders to limit the adverse impacts of construction.

5. Oversees updates of general engineering records and maintenance of City infrastructure maps utilizing GIS and AutoCAD with GPS techniques. Inspects and evaluates pavement condition, and establishes and revises streets maintenance program.

6. Completes or delegates drafting assignments utilizing computer-aided drafting methods. Performs or delegates computer entry to manipulate data, maps, and other programs to complete project assignments.
7. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out. Participate in City disaster preparedness planning activities.


9. Assists the City Administrator with the preparation of the City’s long-term capital improvements program and recommends project revisions and/or additions to the program.

10. Participates in the evaluation, selection and administration of outside consulting contracts for engineering and related services.

11. Acts as Floodplain Administrator and Community Rating System Coordinator. Reviews and processes all floodplain construction requests and submits floodway construction requests to the State Engineer for review. Serves as City representative for FEMA claims. Prepares and maintains documentation of floodplain management activities.

12. Oversees the day-to-day activities of the Engineering Department including engineering technicians and support staff.

13. Maintains knowledge of current industry standards and practices, maintains proficiency in job skills by attending training conferences and meetings, reading educational materials and meeting with others in similar areas of responsibility, and maintains technical certifications and/or professional engineering licensure in the State of North Dakota if so licensed.

14. Attends public meetings as required, and presents information to management, public groups, and/or boards of directors, and City Committees/City Commission.

15. Responds to common inquiries or complaints from customers, regulating agencies, or members of the business and residential community. Provides assistance to the public by providing information, copies of maps, drawings, and other engineering documents, and help the public in understanding and reading these documents.

16. Prepares the department budget.

17. Delegates and supervises any of the above duties when appropriate.

18. Performs related duties as assigned, including those required by state and municipal law.

**ESSENTIAL DUTIES (PERMITTING AND LAND REGULATIONS)**

1. Inspects and prepares reports on new construction and real property improvements to ensure compliance with existing codes and regulations.

2. Applies professional expertise to technical interpretations of the building code for residential construction and to the commercial development projects in the City. Proposes policies and procedures to clarify application of building code.

3. Receives applications, required documentation, and fees for building permits and sign permits; issues building permits and sign permits.
4. Acts as the enforcing officer of the City’s land subdivision regulations: receives and reviews subdivision plats for compliance with state and local regulations and design standards; makes recommendations to planning and zoning and city commissions; reviews and proposes revisions and updates to subdivision regulations.

5. Acts as the enforcing officer of the City’s zoning code: receives and reviews applications for conditional use permits, variances, re-zoning; reviews and proposes revisions and updates to zoning code. Provides guidance to Planning and Zoning Commission and City Commission regarding future uses of land and resources within the City, consistent with Comprehensive Plan, and assists City Administrator in planning for land use and development with the goal of improving both quality of life and economic growth.

6. Maintains a variety of records and reports including inspection reports, status reports, notices, orders, plat maps, zoning records, and building permits.

7. Performs related duties as assigned, including those required by state and municipal law.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Civil or Construction Engineering, or closely related field.
- Four years’ experience in engineering related field, preferably in municipal work.
- Licensure as a Professional Engineer in the State of North Dakota preferred.
- Ability to acquire the following certifications upon employment:
  - International Property Maintenance Certification (ICC)
  - Building inspector certification (ICC)
  - Manufactured Homes Inspection Certificate (ND Dept. of Commerce)
  - Technical certification by state department of transportation agencies or construction industry associations in the production, testing and/or installation of bituminous paving materials, Portland cement concrete, and aggregate materials, and construction site management for erosion and sediment control.

MINIMUM QUALIFICATIONS:

Ability to comprehend and operate basic Windows based computer programs; operate and understand surveying instruments and equipment; use conventional drafting instruments; and use CADD (computer aided drafting design) and ArcGIS software. Ability to apply engineering mathematical concepts related to the surveying, design, and construction of municipal systems.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to understand legal property descriptions. Ability to plan and organize work, meet schedules and time lines, maintain records, read, interpret, apply, and explain rules, regulations, policies, and procedures.

Knowledge of, or ability to learn, building materials, practices, and terminology; codes and regulations pertaining to building construction and inspections, such as structural, mechanical, plumbing, and electrical work (ie. North Dakota Building Code); principles and practices of building construction; federal, state and local flood plain and floodway construction rules and regulations; state and local land subdivision and zoning rules and regulations.

Knowledge of, or ability to learn, code enforcement principles and effective practices.

Knowledge of, or ability to learn, effective conflict resolution techniques and principles.
Ability to communicate effectively with the public, both orally and in writing.

OTHER CONDITIONS OF EMPLOYMENT
- Valid North Dakota driver’s license
- Post-offer background check, credit check, and drug screen

PHYSICAL REQUIREMENTS:
Position requires sitting, standing, walking on even and uneven surfaces, climbing stairs, climbing ladders, balancing, stooping, kneeling, handling, grasping, feeling, driving, repetitive motions, heavy lifting/carrying, talking, seeing and hearing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Medium Work: Exerting more than 100 lbs of force occasionally and/or up to 25 pounds of force more frequently. Work is preformed in field and office environments.

While performing the duties of this job, the employee frequently works in outside weather conditions, both winter and summer. The employee occasionally works near moving mechanical parts and machinery. The employee occasionally is exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is sometimes loud.