An Invitation to Apply for
City Engineer

The City of Valley City, North Dakota, is seeking a City Engineer.

General Duties: The City Engineer is responsible for applying the principles, methods and techniques of engineering project design and management which includes the preparation of plans, detailed dimensional drawings, estimates of quantities, specifications and bidding documents; field surveys; management of consulting engineers and surveyors; review of consultants plans, costs estimates, specifications; and directing and monitoring contractors. The City Engineer also oversees the city stormwater management and floodplain programs, and acts as Building Inspector and Planning and Zoning Administrator.

Salary Range: $66,637 to $93,292 depending on background and experience

APPLICATION PROCEDURE
To be considered for this position, an applicant's file must be completed and received by July 10, 2020, and must contain:
1. A formal letter of interest and qualifications
2. Resume
3. Salary history
4. Transcripts from institution where degree(s) was earned
5. Name and contact information for five professional references

POSITION PROFILE
View the full position profile at www.valleycity.us/career

SEND APPLICATION MATERIALS TO:
Carl Martineck
City Attorney/HR Director
PO Box 390
Valley City, ND 58072

Phone: (701) 845-8136
Email: cmartineck@valleycity.us

Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established. This position is exempt from veterans’ preference pursuant to NDCC 37-19.1-02(4).
The City of Bridges

Valley City, population 6,380, is located in the heart of eastern North Dakota along the Sheyenne River Valley Scenic Byway and was recently named the most beautiful city in the state.

Location

Valley City is the county seat of Barnes County and is located along I-94, between Fargo, the largest city in North Dakota, and Jamestown, the ninth largest city. Fargo: less than 1 hour. Jamestown: 30 minutes.

Landmarks and Attractions

- Eight historic bridges
- Medicine Wheel Park
- Barnes County Museum and Rosebud Visitor Center Museum
- National Scenic Byway with opportunities for bicycling and motorcycle tours, along with fall color drives.

Annual Events

- North Dakota Winter Show: PRCA rodeo, livestock shows, concert, community olympics, chili cook-off
- Rally in the Valley: parade, car show, street dance
- Soap Box Derby: national qualifier
- North Dakota State Pinochle Tournament
- Sheyenne River Fest: canoeing and kayaking, pontoon rides, vendors
- Bridge City Cruisers Summer Cruise Nights
- Summer Nights on Central concert series

The Community

Valley City is an outstanding community in which to reside and raise a family. Educational opportunities include the Valley City Public School District and the nationally ranked Valley City State University. Additional employment opportunities are available in the education, manufacturing, engineering, health care, agriculture, government, energy, and technology sectors. New residents will also find a variety of local boutique shops and restaurants. Housing incentives are available.

For more information, visit the Chamber of Commerce & Economic Development website at www.hellovalley.com

Recreation

- Gaukler Wellness Center: opened in 2016 and features basketball courts, indoor pool, hot tub, fitness and weightlifting equipment, group fitness classes, walking track, and indoor playground
- Outdoor community pool with waterslide
- Four city parks
- Two nine-hole golf courses: Bjornson Park Municipal and Country Club
- North Country National Scenic Hiking Trail
- Lake Ashtabula: 27-mile waterway with camping, fishing, boating, swimming, and wildlife viewing
- Fort Ransom State Park (30 miles): hiking, biking, camping, horseback riding, winter sports
The City & Position

The City of Valley City was incorporated in 1883 and utilizes a City Commission form of government with a Home Rule Charter. The City has four city commission members and one President (Mayor) elected to four-year, overlapping terms. The City also has an elected municipal judge.

The City of Valley City provides a wide variety of services including:

**City-owned Municipal Utilities**
- Electric
- Sanitation/Landfill
- Water/Sewer

**Other city-owned Public Works**
- Streets
- Sanitary Sewer
- Water Treatment Plant

**General Government**
- Fire Department
- Police Department
- Engineering, Building Inspection and Permitting
- Property Assessment
- Finance Department
- Legal/Human Resources Department

By the Numbers

- $5.5 million average infrastructure budget
- Average of 90 building permits issued annually with a total average project value of $7-8 million ($50 million in 2020)
- One to two road reconstruction projects including pavement, water, sewer (annually)
- One to two mill and overlay projects (annually)
- 50-75 blocks of seal coating (annually)
- Planned projects include: $100 million additional Permanent Flood Protection construction, Streetscape Phase II, Mill Dam Rehabilitation
- Anticipated $1.7 million additional “Prairie Dog” Infrastructure Funds available annually in future, upon appropriation by the State
- Valley City 2045 Comprehensive and Transportation Plan approved and adopted in 2019.

The Position

The City Engineer is appointed by the City Commission and reports to the City Administrator. In addition to the services listed above, the City Engineer assists the City Administrator with preparation of the City’s long-term capital improvement program and oversees the day-to-day activities of the City’s Engineering Department which includes one full time Engineering Technician. The Department maintains licenses for Camavision, ArcGIS and a full AutoCAD suite.
Section 2-04-01. Enumeration.

The appointive officers of the city shall be the following: City Administrator; City Finance Director/ Auditor; City Attorney; One or more City Assessors; A Chief of the Fire Department; Chief of Police; One or more police officers; City engineer; City building official; and such other officers as may be deemed necessary. The board of city commissioners by a majority vote may dispense with any appointive office and provide that the duties thereof shall be performed by other officers or boards, by the board of city commissioners, or by a committee or committees thereof.

Section 2-04-02. Terms of office.

The term of office of the appointive officers appointed under section 2-04-01 shall commence after such appointee has qualified and upon the day the person undertakes the duties of such office, and the term of office shall continue until removal for cause pursuant to the laws of the state, or until the office has been discontinued or the employment or services contract is terminated, or until the resignation, disability, death or retirement of such appointee. In the event any appointive office is discontinued, any holder thereof shall be given written notice at least three months before the effective date thereof and shall be given at least three months' severance pay based on the salary then paid such appointee. All appointive officers holding such office on the effective date of the ordinance codified, in part, in this section shall be deemed to have been appointed, qualified and undertaken their duties under the terms and conditions of that ordinance on such effective date.

Section 2-04-04. Duties generally.

Such officers as are designated by section 2-04-01 shall perform the duties required by law and such further duties as the board of city commissioners may require by these Revised Ordinances or other ordinance or resolution.

Section 2-04-10. City engineer.

It shall be the duty of the city engineer to make all plans, plats, statements, and estimates required by the president of the board of city commissioners, the board of city commissioners or any standing committee. The city engineer shall also keep a record of all grades of streets. The city engineer shall cause to be accurately marked upon a map of the city kept for that purpose, the location in the streets, alleys or public grounds of all pipes, conduits, manholes, and all underground passages of every description. The city engineer shall attend all regular meetings of the board of city commissioners unless excused by the president of such board. The city engineer shall perform all other duties required by law or the Revised Ordinances of the city, now or hereafter enacted.