



ASSISTANT CITY ENGINEER

JOB DESCRIPTION

Department: Public Works	Division: Engineering
Work Location: Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Exempt
Reports To: City Engineer	Union: Non-Union

JOB SUMMARY

The Assistant City Engineer is responsible for assisting the City Engineer in planning and directing the efficient development and construction of public works projects. This class performs highly responsible engineering work of an administrative and technical nature in assisting the direction of the activities of the Engineering ~~Department~~Division; performs related duties as required.

Distinguishing Features: The incumbent in this class has the authority to act in the absence of and exercise the duties and responsibilities of the City Engineer as necessary. Work involves resolving problems of the highest technical nature and participating in the determination, development, and execution of City policies. This class is distinguished from the Civil Engineer class by the assistance provided to the City Engineer regarding the coordination of all Engineering activities and staff and by the considerably greater scope of managerial and administrative duties performed. Work is performed under the general direction of the City Engineer who reviews work through conferences, reports and evaluations of results achieved.

ESSENTIAL FUNCTIONS:

Division Operations

1. Assists the City Engineer in overseeing the design of numerous public works and public facilities projects by developing and reviewing infrastructure master plans, prioritizing the implementation of plans, and developing funding strategies using a variety of funding sources to leverage City funding.
2. Advises and assists in developing the division's direction, priorities, goals and objectives to meet City and departmental needs. Assists in establishing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives. Assists in developing and evaluating internal policies and operating procedures; develops staff organization to effectively carry out departmental operations.
3. Applies a thorough knowledge of current principles and practices of engineering, as related to the variety of aspects affecting the organization.

4. Conducts design review of infrastructure improvements to be constructed by developers to ensure the infrastructure constructed can be maintained by Public Works. Develops project budgets, schedules, and timetables by analyzing engineering project requirements, area workload, and work force availability.
5. Provides updates on capital projects. Monitors projects and ensures that timetables are met; administers the stormwater management program. Supervises and assigns work activities, projects and programs, monitors overflow; reviews and evaluates work products, methods and procedures of assigned techniques.
6. Leads project meetings and makes presentations. Represents the City and maintains liaison with individuals and related organizations.
7. Assists the City Engineer with the supervision and direction of staff in the Engineering Division, as directed by the City Engineer. ~~direction and management of the Engineering Section through effective planning, staff management, and resource allocation.~~
8. Plans, delegates, assigns, and evaluates the work of ~~Civil Engineering Technicians and other designated personnel~~ staff in the Engineering Division, as directed by the City Engineer.
9. Serves as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; make presentations to the City Council and other groups as necessary.
10. Develops personalized training goals for ~~civil engineers~~ designated engineering staff as part of the orientation and performance appraisal process.
11. Assumes responsibilities for the Engineering ~~Section~~ Division as the Acting City Engineer in the event of the City Engineer's absence, as directed by the Public Works Director.

Team Management

1. Provides effective leadership of the division by supporting a positive, inclusive work environment; provides effective work direction to employees by promoting the vision and mission of the department and the City by reinforcing desired employee work behaviors. Demonstrates an ability to facilitate the group problem-solving process, recognizes positive results, manages conflict, and negotiates satisfactory outcomes.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs and recommends changes.
3. Works with division staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values by:
 - a. Selecting professional, technical and support staff and ensure effective morale, productivity and discipline;
 - b. Planning, organizing, administering, reviewing, and evaluating the activities of staff;
 - c. Providing for staff training and professional development;
 - d. Interpreting City and departmental policies and procedures for staff;

- e. Working with employees to develop short and long-term goals, monitoring accomplishments, establishing performance requirements and personal development targets, and providing coaching for performance improvement and development.

Community Engagement

1. Displays a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
2. Demonstrates the ability to apply one's comprehensive understanding of public works operations into strategic planning, complex problem solving, and diverse service delivery. Committed to addressing the needs of diverse and underserved communities.
3. Maintains effective relations with governmental officials, community leaders, citizens, news media representatives, and other key stakeholders.

JOB REQUIREMENTS:

In addition to the qualifications for Civil Engineer III:

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ✓ Bachelor of Science degree in Civil Engineering or related engineering field from an Accreditation Board for Technology, Inc. (ABET)/Engineering Accreditation Commission (EAC) accredited program.
- ✓ A minimum of ten (10) years of experience in municipal engineering including experience planning and directing difficult projects with four (4) years of supervisory experience.
- ~~✓ Graduation from an accredited college or university with a bachelor's degree in civil engineering and six (6) years of progressively responsible experience, including experience planning and directing difficult projects.~~
- ✓ A Master's Degree or Doctorate in Civil Engineering, Public Administration, or Business Administration is preferred and may substitute for one (1) year or two (2) years of experience, respectively. Preferred attributes: ~~supervisory experience and a master's degree in a civil engineering or a closely related field.~~

Knowledge of:

- ✓ Working knowledge of the principles and practices of civil engineering; applicable laws, codes, ordinances, regulations, policies and procedures; construction management and practices for civil engineering projects; federal, state, and local engineering standards and regulations.
- ✓ Infrastructure asset management principles and programming for annual improvements
- ✓ Principles and practices of computer aided design and drafting, land surveying and mapping, and Geographic Information Systems (G.I.S.).
- ✓ Modern principles and practices of management and administration as applies to engineering design and construction of municipal public works projects.
- ✓ Federal and state agency requirements regarding design, construction, management, and financing and approval of public works and traffic engineering projects.

- ✓ Municipal and departmental budgeting procedures.
- ✓ Public personnel administration and employee relations.

Skills

Strong interpersonal, analytical, decision-making, relevant software, and managerial skills.

Ability to:

- Present ideas and communicate clearly and concisely in both oral and written form.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental offices, community groups and the general public.
- Perform complex office management tasks, prepare design standards, forms, written procedures, and methods.
- Utilize personal computer and be familiar with word processing, spreadsheet, project management and management/scheduling/organizing software.
- Work with confidential information.

Licenses, Certifications and Memberships Required

- Active Illinois Professional Engineer (P.E.) license or active registration in another state with the ability to reciprocate to Illinois within six months of beginning employment is required.~~Must be a licensed Professional Engineer in the State of Illinois or obtain Professional Engineer license in the State of Illinois within six months of employment.~~
- Possess or obtain a valid State of Illinois Class D driver's license within fifteen (15) days of employment.~~Valid Illinois driver's license and safe driving record~~

Other Requirements

- May be required to attend various meetings in the evening (i.e. City Council, Bicycle & Pedestrian Advisory Commission, etc.).

Competencies

In addition to Core Workforce competencies:

Management competencies:

- Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.
- Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.
- Decisiveness – Willingness to make difficult decisions in a timely manner.
- Developing and Empowering Others – Willingness to delegate responsibility, coaching assigned employee to develop their capabilities.
- Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.
- Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.
- Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Supervision received

Under direction: the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

Level and complexity of supervision exercised

This position is responsible for supervising/directing the work of ~~the Civil Engineering staff members of the Engineering Division, as directed by the City Engineer~~ Technicians.

Security Level

Level LIC: essential functions require the employee to possess a license, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position

Level MVR: essential functions require frequent use of City vehicles.

Job Dimensions

Routinely interacts with residents, officials, contractors, and other stakeholders. Interprets, organizes, executes, and coordinates assignments. Applies knowledge and expertise acquired through progressive experience to resolve crucial issues and/or unique conditions.

Physical Demands and Working Conditions

Indoor and outdoor work environment, subject to adverse weather conditions; driving a vehicle to conduct work. Sufficient body mobility, flexibility, and balance to perform duties in and around construction sites. Work in or around active traffic and or construction equipment.

Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to review and evaluate complex project designs and plans and operate a computer or related equipment. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits the employee to, discern verbal instructions, effectively communicate with others in person or on the telephone. Occasionally, lifting or moving components weighing up to 50 pounds. Sufficient, dexterity of hand and fingers to operate a computer or related equipment.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

- New class created: June 29, 2020
- Revised minimum qualifications November 29, 2023.

Assistant City Engineer

City of Urbana

Job Class Code	Pay Grade 354113
EEO Category 2-Professional	LVL