



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Public Works Director/City Engineer

Department: Public Works Reports to: Mayor Pay Grade H19
Date Established: 2/2017 Date Revised: 02/2019 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Public Works Director/City Engineer directs the employees and operations of the City's Public Works utilities, systems, and services and its six Departments: Water, Water Pollution Control (WPC), Sanitation, Streets, Engineering and Science/Environmental. Public Works is one of the largest departments in the City. The Public Works Director/City Engineer performs a variety of complex administrative, managerial and professional duties related to planning, organizing, forecasting, directing and coordinating public works utilities, systems, and services in the city.

As Public Works Director, this position is responsible for the general supervision and administrative direction of the divisions within the area of Public Works to include: Streets, Sanitation, Water, Water Pollution Control, Science and Environment; and all public works equipment.

As City Engineer this position directly oversees the employees and operations of the City's Engineering Department in the design, construction, and records management of the City's infrastructure and capital improvement projects. This is a management and professional engineer job directing major engineering activities for the City. The job is responsible to plan, coordinate and oversee consultants, contractors and staff on engineering design and construction projects, development review of subdivisions and new construction, including project approval, surveying, drafting/mapping, inspection, and contract compliance. The work includes administrative responsibilities in employee supervision, budget development and administration, project reporting and presentations to the Mayor and City Council, and public contact.

The job requires State of Idaho certification as a Licensed Professional Engineer in good standing, strong leadership and communication abilities and problem-solving and decision making skills. This is a highly technical engineering position requiring the ability to relate technical information in layman terms to generate understanding and/or to mediate public relations issues. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The Public Works Director/City Engineer is the appointed Levee Manager as recognized by Federal Emergency Management Agency (FEMA), the United States Army Corp of Engineers (USAOE), and Idaho Department of Water Resources (IDWR). This position may be appointed by the Mayor and confirmed by the Council. Under general direction, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment. The position is the designated Floodplain Administrator for the City of Pocatello.

The job requires considerable education and experience to successfully carry out the responsibilities of the position including short- and long-range planning for program and facility development; applying principles of management and supervision and motivation of staff; establishing and maintaining professional relationships with various public organizations and groups; working with political officials within and outside the City's organization; developing and monitoring the department's budget, and developing and implementing policies, procedures and practices for compliance with various state, federal and local regulations, and to ensure the general health and safety of the public and employees in the public works departments.

As the Public Works Departments directly affect the wellbeing, health, and safety of the residents of the City, this job requires a demonstrated knowledge and judgment of the methods and objectives of the operation, maintenance, and development of engineering systems, processes, and facilities. Such knowledge and judgment shall be applied within the procedures and standard practices of civil engineering applicable to programs, projects, and functions of each department within the Public Works scope. Specific attention shall be directed to the regulatory compliance and the scientific and engineering methods while analyzing operations and capital improvements within the Public Works departments. All departments within the Public Works scope are regulated by federal state, and/or local agencies. An established understanding of the governing regulations is required. Additionally, this job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, residents of the City, and the general public.

The work environment includes an office where the noise level in the work environment is usually moderate, with some exposure to varied weather conditions including exposure to extreme temperatures for field/site inspections.

The job is an on-call position, responding to emergency situations and the ability to favorably react to such situations with sound judgment using education and experience to direct action within the Public Works departments, other system and utilities outside of the City jurisdiction, and other City departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, organizes, directs, and reviews the activities for all divisions within the Public Works Department. Evaluates Public Works needs and formulates a short and long range plans to meet needs in all areas of responsibility, including utilities, streets, and sanitation. Responds to public or other inquiries relative to department policies and procedures. Coordinates departmental functions and provides technical insight to the Mayor and Elected Officials. Responds to and resolves public complaints.

Performs engineering services, including the preparation of engineering plans and specifications as needed, and cost estimates for capital or maintenance projects; and the review of development plans and subdivision plats. Ensures that new subdivision and development plans are in compliance with City ordinances; supervises the maintenance of street maps, subdivision recorded plats, street, water, and water pollution control plans, and subdivision development plans. Negotiates, coordinates and manages consultant contracts. Supervises construction of public improvements, and inspects/approves public facilities constructed by developers.

Provides general supervision, and assists with the scheduling of work for the operational activities of the sanitation, science and environment, engineering, street, water, and water pollution control divisions. Builds a learning/thinking/renewing Department through benchmarking, best practices, customer feedback and continuous improvement. Provides teaching, mentoring and motivation within the organization to the provision of knowledge, skills and information; is proactive and encourages employee empowerment.

Responsible for the financial management of departmental budgets, including development of budgetary recommendations and control of actual expenditures against an approved budget. Ensures Department compliance with federal, state, City, and all other applicable statutes, ordinances, laws, and regulations. Monitors spending for budget compliance. Creates and maintains records, documents, and logs. Prepares and presents periodic reports, as directed.

Performs duties of Floodplain Administrator. Answers inquiries and provides information to the public on flood plain management and elevations, boundary locations and descriptions, and maps. Issues floodplain elevation certificates. Ensures that floodplain development is performed in accordance with City ordinance and federal regulations.

Serves on City and public boards and committees, representing the City and serving as a resource to community groups and agencies. Develops cooperative relationships between City, Agency, Elected Officials, Appointed Officials and the public.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Knowledge and experience in effective management practices, municipal administration, employee relations, project management, industry specific technologies, public relations and public speaking.
- Employee management
- Engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects, development review of subdivisions and new construction;
- Levee Management, Operation, and Maintenance standards according to FEMA, USAOE, IDWR.
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions, including standards of water production, disinfection, and delivery, road and street pavements systems, earthen / concrete channel levee / relief systems, and wastewater collection and treatment processes;
- Municipal budgeting processes, including budget creation, implementation, and compliance;
- Federal, state, local, City and other applicable environmental and safety statutes, ordinances, and codes;
- Public hearing, review, and approval processes;
- Contract negotiation and administration and project management methods;
- Research methodology, analysis and interpretation;
- Federal and state regulations and City policies regarding safety training and safe work practices.
- Operation of a personal computer and job-related software applications;

Skill and Ability to:

- Direct the operation and employees of the City's Public Works and Engineering Departments including hiring, supervising, training, scheduling, assigning and terminations.
- Perform strategic planning by coordinating with other City departments, consultants, and agencies on short- and long-range City needs assessment and planning;
- Create and implement the Department's annual budget, including federal aid and Street Special Projects; monitor spending for budget compliance.
- Ensure compliance with all applicable federal, state, and City statutes, ordinances, laws, regulations, policies and protocols;
- Obtain permits from federal, state, and other agencies as required for projects;
- Review, analyze, coordinate with other City departments and agencies to ensure compliance, and sign off on plans, projects, and project specifications, as required by state statute and City code;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Direct the employees and operations of the City's Engineering Department in the design, construction, inspection, and records management of the City's infrastructure and capital improvement projects, both in-house and by outside contractors;
- Perform the duties and responsibilities of City Engineer as outlined in state statutes and City codes;

- Determine if projects will be designed and managed in-house or contracted out. Estimate cost of in-house and outside projects based on design, property acquisition, complexity, engineering, materials, specifications, and related factors;
- Select engineering consultants, as needed. Monitor work for compliance with design and engineering standards;
- Coordinate projects using multiple funding sources including, but not limited to, City, state, federal, and other sources of funding. Ensure all funding agency requirements and stipulations are met;
- Write bid documents, review bid submissions, oversee bidding process, make award recommendations, and monitor construction for adherence to specifications and applicable engineering and construction standards, and building and safety codes;
- Direct land and/or easement acquisition for projects including, but not limited to, acquiring appraisals, legal description, purchase agreement, and/or condemnation, if required;
- Supervise operations and development of the GIS system;
- Answer inquiries and provide information and assistance to the public, other City departments, and private engineers, developers, and architects;
- Prepare and present project status reports and information to the Mayor, City Council, and other government agencies, and the public;
- Perform duties of Floodplain Administrator. Answer inquiries and provide information to the public on flood plain management and elevations, boundary locations and descriptions, and maps. Issue floodplain elevation certificates; and ensure that floodplain development is performed in accordance with City ordinance and federal regulations;
- Perform on-site inspections of City construction projects;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.
- Operate a motor vehicle;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Maintain a professional demeanor at all times;
- Deal calmly and professionally with persons of varied backgrounds and experience in occasionally volatile and emotional situations;

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Bachelor's degree in Civil Engineering or a related field is required;
- State of Idaho certification as a Licensed Professional Engineer in good standing is required or ability to obtain certificate within 6 months of appointment;
- Master's Degree in Engineering, Administration, or similar field preferred;
- Ten (10) years with progressive responsibility in municipal engineering with at least two years of administrative responsibility is preferred;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.