



CITY OF UNION Job Description

POSITION TITLE: City Engineer

DEPARTMENT: Engineering

IMMEDIATE SUPERVISOR: City Administrator

Job Summary

Responsible for all of the engineering required by the City including design of all Public Works projects and review and inspection of projects designed by consultants. Provides general staff support to the Mayor, Board of Alderman, City Administrator and Planning and Zoning Commission.

Principal Duties and Responsibilities

- Enforce City construction codes.
- Provides construction inspection on City public works projects.
- Direct, instruct, explain and counsel subordinate workers who carry out a variety of tasks; review and evaluate work performance of subordinate workers.
- Compute quantity summaries for bid items, materials for services needed.
- Prepare and/or review engineering design, plans, specifications, cost estimates and other technical phases of projects pertaining to construction, extension, alteration, modification, repair and maintenance of the City and its public works facilities from plan review through final construction to verify that they are in accordance with design, specifications and other requirements.
- Update the City's storm water management plan.
- Maintain the engineering library and infrastructure records.
- Estimate costs of future construction projects in the planning phase based on calculations from available data.
- Confer with architects and construction engineers regarding construction and design of plans and their conformance to specifications and City's requirements.
- Prepare "as built" drawings for all City projects.
- Assist in right-of way acquisition.
- Provide professional and technical support to Planning and Zoning Commission. Review of submitted plats for conformance to the City of Union subdivision regulations.
- Supervise Building Inspectors, Departmental Secretary and temporary employees.
- Other duties as assigned.

Additional Duties

- Assist in the development and implementation of safety policies and procedures.
- Coordinate engineering functions with appropriate City, County, State and Federal government agencies.

City Engineer

- Write detailed reports based on research analysis and evaluation of data pertaining to specific projects and proposals under study, involving application of expert or highly specialized knowledge and recommendations for action to be taken or resolution of the problems.
- Compile information and supporting data necessary for completion of grant applications.
- Attend State, regional and local professional organization meetings that directly relate to the professional development.

Minimum Education, Experience and Certification Requirements

- Bachelor of Science Degree in Engineering; Civil preferred.
- Registered as a Professional Engineer with the State of Missouri.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in mostly office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here 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.

- While performing the duties of this job, the employee frequently works in outside weather conditions mostly during daylight hours but occasionally during night-time hours. The employee is frequently exposed to extreme summer heat, extreme winter cold, wet and/or humid conditions, and outdoor airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field but during the use of some tools and operation of heavy equipment, the noise level may be high.