

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Assistant City Engineer
DEPARTMENT: Public Works
DIVISION Stormwater Engineering
REPORTS TO City Engineer
FULL-TIME: XXX **PART-TIME:** ____ **TEMPORARY:**

BAND/LEVEL: Mgmt IV
JOB NO: 2985
DATE: 11/16/2016
FLSA STATUS: EX
COST CENTER: 311

REPLACES: Supervisory City Engineer

LAST REVISED DATE: 03/25/2012

JOB SUMMARY STATEMENT:

Supervises the Stormwater Management Section in the Public Works Engineering Division. Plans, implements, manages and oversees all aspects of the City's stormwater management program. Plans, coordinates, and executes the stormwater capital improvement program and stormwater major maintenance program. Responsible for all Clean Water Act compliance requirements related to municipal stormwater systems. Coordinates flood control activities and coordinates assigned activities with other City departments and outside agencies. Provides technical support to other Public Works divisions and other City departments. Plans and executes programs to meet legislated public works requirements. Supervises and coordinates work activities and schedules of professional engineers, and other related professionals. Acts as City Engineer in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Manages the City's stormwater management program, to include establishment of stormwater policies and procedures, development of programs to address remedial drainage and stormwater pollution control requirements, planning and scheduling of capital drainage projects and major maintenance projects, and oversight of the management and maintenance of stormwater drainage facilities and systems. Provides leadership and management for all section activities and personnel. Responsible for all personnel requirements including training, performance management and general administration.
2. Plans, prepares and implements the City's stormwater management program to comply with the Clean Water Act, which include implementation of EPA's NPDES regulations for municipal stormwater systems; completing and maintaining a system-wide storm sewer inventory utilizing a GIS system; developing an implementation plan addressing the necessary minimum control measures; implementing any required monitoring requirements; and preparing such municipal storm sewer system permit applications as may be needed. Responsible for City's compliance with the stormwater permit issued by Kansas Department of Health and Environment.
3. Manages the City's stormwater construction, inspection and maintenance program. Develops budget data for new construction and for maintenance requirements. Prepares engineering feasibility reports for potential stormwater projects. Serves as program and senior project manager for stormwater projects, directing project team personnel in activities from pre-design phase through construction, and handoff to Maintenance Division for operations and maintenance activities.
4. Serves as project manager, supervising professional engineers, engineering technicians and other related professionals. Delegates work activities, monitors progress, and provides training to ensure completion of projects on schedule, with high engineering standards, in compliance with applicable city and other governmental requirements, and with adequate inter-office communication.
5. Oversees the operation of the Flood Warning program. This includes preparing budgets, managing staffing, ensuring that the staff is technically competent to maintain the system, negotiating agreement terms with Johnson County staff and invoicing Johnson County on behalf of City.
6. Coordinates the acquisition of right-of-ways, easements, and land as necessary for the execution of the stormwater management program. Supervises the preparation and review of legal descriptions, easement documents, and other related documentation. Retains land appraisers, acquisition agents, title insurance companies, and other professionals for the purpose of documentation and acquisition. Provides necessary information and coordination with the City legal staff and design consultants for eminent domain actions. Coordinates with other governmental agencies in the acquisition of right-of-way, easements, and land as necessary for projects with multiple

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governmental involvement.

7. Prepares and supervises the preparation of inter-local agreements, development agreements, engineering contracts, and other related agreements and contracts required in the process of executing the program. Provides training and policy guidance to other engineers and design professionals in the preparation of these documents. Coordinates the preparation and execution of these documents with adjoining cities, Johnson County, KDOT, and other governmental agencies.
8. Directs or assists outside agencies with studies, planning and development of major and local drainage systems, basin planning and design, detention basins and floodplain management.
9. Develops and implements flood disaster management procedures in coordination with other City departments and outside agencies.
10. Designs and participates in the development of stormwater utility plans and specifications; reviews and approves final documents; conducts analysis.
11. Conducts technical studies, assessments and investigations of stormwater problems and issues, and recommends appropriate action(s) to be taken.
12. Supports and assists street engineering construction program activities on an as-available basis.
13. Coordinates stormwater program activities with other City departments and outside public and private agencies, provides staff assistance to the City Engineer, and prepares and presents staff reports and other documents.
14. Responds to public inquiries in areas regarding stormwater management to include flooding problems, drainage complaints, potential stormwater projects and regulatory and policy requirements.
15. Assist the City Engineer in the management of the Engineering Division. Assists the City Engineer with budget preparation. Takes lead in tracking and reporting Engineering Division performance measures. Acts as City Engineer in his/her absence.
16. Attends weekly review meetings with Law Department and Contract Specialists.
17. Assists with consultant selection for CIP, Stormwater and Street Maintenance projects.
18. Acts as the backup city representative on regional coordination and funding committees.
19. Manages and approves leave for the Engineering Division, reviews and approves time.
20. Manages fleet for the Engineering Division.
21. Assists other supervisory Engineers in hiring practices within the Engineering Division.
22. Mentors new CIP supervisor in regards to leadership and program management.
23. Serves as the liaison to Information Technology Department and the Community Services for the Engineering Division.
24. Reviews the Policy and Procedure Manual on an annual basis

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25. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
26. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in civil engineering or a related engineering field of study.
- Professional Engineer registration in the State of Kansas or in another state with State of Kansas registration required within one year of hiring.
- Master's degree in engineering, public administration, or business preferred.
- Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

- Ten years of civil engineering experience or a related engineering field of study; three years of design and construction project management experience.
- Five years of progressive civil engineering management or supervisory experience.

SKILLS:

1. Computer skills.
2. Surveying skills.
3. Leadership skills.
4. Facilitation skills.
5. Time management skills.
6. Supervisory skills.
7. Excellent oral and written communication skills.
8. Good organizational and project management skills
9. Outstanding personnel management skills
10. Reading and interpreting construction plans and blueprints

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Analytical skills.
3. Diplomacy and judgement.
4. Ability to work under distracting conditions.
5. Ability to prioritize work.
6. Alpha and numeric recognition.
7. Mechanical aptitude.
8. Ability to analyze safety situations.
9. Ability to train and guide others.
10. Ability to read and understand site plans.
11. Ability to analyze complex engineering problems and recommend possible solutions
12. Ability to handle multiple tasks at a time
13. Understanding of computer software and hardware as it applies to engineering concepts

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PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport 15 feet.
2. Ability to operate surveying equipment.
3. Ability to drive city vehicles.
4. Ability to make and receive phone calls.
5. Hand and eye coordination adequate to input computer.
6. Ability to operate two-way radio.
7. Ability to climb ladders.
8. Ability to walk for extended periods of time.
9. Ability to traverse rough terrains.
10. Ability to travel to field locations
11. Ability to visually review engineering plans and reports

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Civil Engineer
 - Engineering Technician
 - Water Quality Specialist
- Indirect
 - Construction Inspectors

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.