

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	City Engineer	BAND/LEVEL:	Mgmt V
DEPARTMENT:	Public Works	JOB NO:	2190
DIVISION:	Engineering	DATE:	6/30/15
REPORTS TO:	Director, Public Works	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 310

REPLACES: City Engineer

DATE: 3/25/12

JOB SUMMARY STATEMENT:

Leads the Public Works Engineering Division. Provides direction for all projects, programs and services of the Engineering Division, including all public street, storm drainage, bridge and miscellaneous projects; engineering studies and reports; and maintenance of all public engineering records, maps and plats. Serves as principal advisor to the Director on all division issues and additional areas related to engineering as required. Acts as the Director, as required.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership to Public Works Engineering Division. Balances strategic thinking with the day-to-day management of the division. Assists the Director in establishing Department priorities, communicates and assists in completion. Establishes, develops and implements divisional goals, objectives, policies, and priorities. Prepares and executes the annual division operating budget. Resolves work problems and interprets administrative policies to subordinates, other departments and the public.
2. Represents engineering division at City Council, Planning Commission, and Public Works Committee activities. Attends meetings and prepares information, written reports and comments on agenda items as required. Responds to inquiries from the Governing Body, other jurisdictions and the public. Represents the city at Mid-America Regional Council Committees, Johnson County Storm Water Management Advisory Council and other meetings as required.
3. Works with the Director and other Division Managers to model City values, maintain strong relationships and provide effective leadership in the Public Works Management Group. Supervises, mentors, and evaluates subordinates. Ensures Individual Development Plans match division needs to maintain essential competencies. Assigns responsibilities to staff members to effectively execute work. Seeks opportunities for leader development. Provides direction for accomplishment of duties and activities and follows through on staff completion.
4. Provides oversight of the development and execution of the Department's 5-year Capital Improvement Program (CIP) and is the lead Public Works contact with the Finance Department on all CIP matters. Evaluates bids and recommends bid award to City Council. Coordinates and directs work of consulting engineering firms to ensure uniform standards for Public Works projects design and construction. Oversees the review of preliminary and final plans to ensure acceptability with city codes and good engineering practices.
5. Administers the Right-of-Way Management Program. Implements policy and establishes procedures to govern all construction activities in public right-of-way. Oversees the right-of-way permit approval, issuance, inspection and close-out activities. Coordinates with current and potential right-of-way users to ensure City standards for right-of-way construction are maintained. Serves as a member of the Johnson County Utility Manager's group
6. Provides leadership and direction for the City's Stormwater Management Program. Provides input to the annual and multi-year program and budget for the Stormwater Management Program. Oversees the administration of the City's stormwater utility.
7. In conjunction with the Manager, Maintenance Operations, establishes the Department's 5-year street maintenance program, establishes annual priorities for maintenance activities, and develops the annual maintenance budget. Monitors the execution of the annual work program, as required.
8. Directs preparation of engineering feasibility reports and cost estimates. Provides direction to staff engineers to establish desired results, methods, operations and costs. Presents and explains reports as required.

9. Provides leadership and direction to Project Engineers. Ensures all designs and construction inspections are in accordance with the highest engineering standards.
10. Establishes division priorities and methodologies for keeping all official City maps, plats and engineering records up-to-date.
11. Responsible for public inquiries on engineering and drainage questions. Trains and mentors staff to do the same. Delegates staff to investigate questions when appropriate, keeping Council Members, City Manager or Director informed as appropriate.
12. Writes City ordinances and policies related to engineering design and construction standards. Researches all aspects of issue in question, including review of similar ordinances in other cities. Monitors and directs consultant engineering street and storm drainage plans and construction in accordance with City ordinances and engineering standards. Assigns staff engineers and inspectors to review plans and enforce construction standards. Works with other departments as required.
13. Supports engineering and construction requirements during emergency operations. Assists with infrastructure and utility restoration programs following incidents or emergencies.
14. 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.
15. 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. Registration as a professional civil engineer in the State of Kansas or possession of a State of Kansas professional engineer registration within six months of hiring. Master's degree in civil engineering, public administration, or business is preferred.

EXPERIENCE:

Ten years of progressively responsible professional civil engineering and construction experience and five years of progressively responsible executive level management or supervisory experience.

SKILLS:

1. Excellent oral and written communication skills
2. Leadership skills
3. Basic mathematical and accounting skills
4. Analytical skills
5. Public speaking/presentation skills
6. Project management skills
7. Time management skills
8. Facilitation skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Analytical skills
4. Ability to work on several projects at once
5. Diplomacy and judgment
6. Organizational skills
7. Mechanical aptitude
8. Ability to comprehend confidential information

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input computer
3. Travel locally and outside of state
4. Ability to sit and be attentive for extended periods of time
5. Ability to travel and tour City projects in adverse conditions to include but not limited to accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
6. Ability to speak to an individual or group for an extended period of time
7. Be attentive for an extended period of time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

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| Direct | Assistant City Engineer |
| | Supervisory Civil Engineer |
| | ROW Coordinator |
| | Supervisor, Construction Inspection |
| Indirect: | Other division personnel |

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.