



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisory, Civil Engineer	BAND/LEVEL:	MGT III
DEPARTMENT:	Public Works	JOB NO:	2985
DIVISION:	Stormwater Engineering	DATE:	06/06/2019
REPORTS TO:	City Engineer	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	311
REPLACES:	Supervisory Civil Engineer	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT: Supervises the Stormwater Engineering 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.

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.
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 the 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. 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 governmental involvement.
6. Prepares and supervises the preparation of interlocal 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.
7. 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.
8. 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 and ensuring agreement compliance with other governmental agencies to include Johnson County, National Weather Service, and the Kansas Department of Transportation.
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 management 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. 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.
16. 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:

- Eight years of progressive civil or related engineering experience.
- One year in a supervisory management position or additional years experience in civil engineering or engineering education.

SKILLS:

- Computer skills.
- Surveying skills.
- Leadership skills.
- Facilitation skills.
- Time management skills.
- Supervisory skills.
- Excellent oral and written communication skills.
- Good organizational and project management skills.
- Outstanding personnel management skills.
- Reading and interpreting construction plans and blueprints.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state and federal regulations.
- Analytical skills.
- Diplomacy and judgement.
- Ability to work under distracting conditions.
- Ability to prioritize work.
- Alpha and numeric recognition.
- Mechanical aptitude.
- Ability to analyze safety situations.
- Ability to train and guide others.
- Ability to read and understand site plans.
- Ability to analyze complex engineering problems and recommend possible solutions.
- Ability to handle multiple tasks at a time.
- Understanding of computer software and hardware as it applies to engineering concepts.

PHYSICAL REQUIREMENTS:

- Ability to lift 20 pounds and transport 15 feet.
- Ability to operate surveying equipment.
- Ability to drive city vehicles.
- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computer.
- Ability to operate two-way radio.
- Ability to climb ladders.
- Ability to walk for extended periods of time.
- Ability to traverse rough terrains.
- Ability to travel to field locations.
- 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.