

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
OCTOBER 2, 2018 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	BARB CZARNICK DIRECTOR OF HUMAN RESOURCES

SYNOPSIS

Job descriptions for positions in Public Works for the City Engineer have been updated and a new job description has been created for the City Engineer (In Transition).

FISCAL IMPACT

The positions are currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

Updates for the following positions have been prepared:

- City Engineer
- City Engineer (In Transition)

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: City Engineer
POSITION REPORTS To: Director of Public Works
POSITION SUPERVISES: Public Works Intern

DESCRIPTION:

Upon appointment by the Mayor, the City Engineer works under Under the general direction of the Director of Public Works, plans, directs, reviews and coordinates engineering, funding and scheduling relating to City public works improvement projects and private land-development projects. Performs administrative work providing management Provides assistance to the Director of Public Works; by assignment, acts for and represents the Director in his/her absence.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Plans, assigns and directs the design and construction of municipal engineering projects.
2. Assists in overall management, administration and supervision of Public Works divisions and Public Works functions.
- 3.2. Directs and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and City standards and policies.
- 4.3. Meets with members of the public, public and private engineers, architects, contractors and owners to explain and discuss operations and projects.
- 5.4. Plans and develops future infrastructure for community needs.
- 6.5. Assists the Community Development Department with review of platting and zoning applications.
- 7.6. Conducts permit review reviews and compliance inspections for grading and storm water permits for regulatory compliance in land development and building projects.
- 8.7. Reviews and recommends approval of engineering plans and specifications.
8. Assists in the preparation and administration of the annual departmental budget.
9. Prepares cost estimates for CIP projects.
10. Assists in the preparation and maintenance of departmental policies and procedures; provides direction to division supervisors regarding programmatic, operational and technical problems and to determine corrective solutions.
11. Participates in the recruitment, selection, supervision, promotion, discipline, training and review of Public Works Intern position of all public works staff.
11. Assists in the development of accurate specifications for the implementation of City capital projects and the purchase of capital equipment.
12. Assists in solicitation and selection of consultants to implement capital improvement projects.
13. Assists in the preparation of reports, correspondence and other written documentation, including reports required by the City, State or other entities.
14. Responds to citizen and City staff inquiries and concerns.
15. Acts on the Public Works Director's behalf by assignment or delegation in Director's absence.

16. Maintains awareness of modern public works and engineering methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
17. Serves as a member of the City's management team. Attends and participates in City Council meetings, Planning Commission meetings, work sessions and a variety of other meetings as needed or directed.
18. Makes public presentations to community groups, professional organizations and other City departments.
19. Performs other duties as directed or as the situation dictates.

Note: [Physical examination and drug screening tests will follow all conditional offers of employment.](#)

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work may be performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 50 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. B.S. in Civil Engineering or a closely related field combined with five (5) years of increasingly responsible experience in civil engineering is required.
2. Registration as a Professional Engineer in the State of Nebraska required.
3. Must possess or be able to obtain a valid Nebraska driver's license. Prefer a valid Nebraska class "B" commercial driver's license.
4. A minimum of five years progressively responsible public works experience, including at least three years in an administrative level position.
5. Must possess or be able to acquire a valid State of Nebraska Responsible Charge Certification.
6. The City may accept any equivalent combination of education and experience.

6-7. Certified Professional in Erosion and Sediment Control (CPESC) or Certified Stormwater Manager (CSM) preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern civil engineering as applied to the field of public works, design and construction operations.
2. Ability to assist with planning, organizing, supervision and administering the functions of the Public Works Department.
3. Knowledge of and ability to interpret and apply Federal, State and local codes, ordinances, statutes, rules, regulations, policies and procedures.
4. Ability to apply engineering principles and techniques to the solution of complex civil engineering problems including land and municipal infrastructure development.

5. In the absence of the Director of Public Works and the Deputy Public Works Director, ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
6. Ability to efficiently perform and supervise multiple administrative assignments of overall Department scope.
7. Ability to interact frequently with the Community Development Department concerning development activities and long range planning.
8. Ability to handle confidential information in a sensitive manner.
9. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.
10. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
11. Ability to work independently, as part of a team and with the public.
12. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
13. Computer skills and ability to use MS Office Professional programs and computer engineering applications.
14. Ability to work a varying schedule including, evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
15. Ability to establish and maintain effective working relations with fellow public works personnel; exercise good judgment, tact and diplomacy in dealing with City officials, department personnel, volunteers, patrons, outside agencies and members of the public.
16. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Director of Public Works and contributes to the success of the City by working closely with the Director of Public works on complex and strategic initiatives dealing with the aspects of the Public Works Department focusing on the engineering activities in the City.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background check and drug screening tests will follow conditional offer of appointments.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: City Engineer (In Transition)

POSITION REPORTS To: Director of Public Works and City Engineer

POSITION SUPERVISES:

DESCRIPTION:

Under the general direction of the Director of Public Works and City Engineer, plans, directs, reviews and coordinates engineering, funding and scheduling relating to City public works improvement projects and private development projects. Provides assistance to the Director of Public Works while successfully transitioning to City Engineer position upon retirement.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Plans, assigns and directs the design and construction of municipal engineering projects.
2. Directs and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and City standards and policies.
3. Meets with members of the public, public and private engineers, architects, contractors and owners to explain and discuss operations and projects.
4. Plans and develops future infrastructure for community needs.
5. Assists the Community Development Department with review of platting and zoning applications.
6. Conducts permit review reviews and compliance inspections for grading and storm water permits for regulatory compliance in land development and building projects.
7. Reviews and recommends approval of engineering plans and specifications.
8. Assists in the preparation and administration of the annual departmental budget.
9. Prepares cost estimates for CIP projects.
10. Assists in the preparation and maintenance of departmental policies and procedures; provides direction to division supervisors regarding programmatic, operational and technical problems and to determine corrective solutions.
11. Assists in the development of accurate specifications for the implementation of City capital projects and the purchase of capital equipment.
12. Assists in solicitation and selection of consultants to implement capital improvement projects.
13. Assists in the preparation of reports, correspondence and other written documentation, including reports required by the City, State or other entities.
14. Responds to citizen and City staff inquiries and concerns.
15. Acts on the Public Works Director's behalf by assignment or delegation in Director's absence.
16. Maintains awareness of modern public works and engineering methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
17. Serves as a member of the City's management team. Attends and participates in City Council meetings, Planning Commission meetings, work sessions and a variety of other meetings as needed or directed.

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5. Must possess or be able to acquire a valid State of Nebraska Responsible Charge Certification.
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4. Ability to apply engineering principles and techniques to the solution of complex civil engineering problems including land and municipal infrastructure development.
5. In the absence of the Director of Public Works and the Deputy Public Works Director, ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
6. Ability to efficiently perform and supervise multiple administrative assignments of overall Department scope.
7. Ability to interact frequently with the Community Development Department concerning development activities and long range planning.
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9. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.
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12. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
13. Computer skills and ability to use MS Office Professional programs and computer engineering applications.
14. Ability to work a varying schedule including, evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
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Contributions this Position Makes to the City

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