JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>City Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Works</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
</tr>
<tr>
<td>Reports To</td>
<td>City Administrator</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Officials and Administrators</td>
</tr>
<tr>
<td>Pay Group</td>
<td>39</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$102,939 - $149,261 Beginning salary dependent upon DOE/Q</td>
</tr>
</tbody>
</table>

GENERAL JOB DESCRIPTION

The City Engineer is responsible for planning, coordinating, and directing the day-to-day operations of the Public Works Department. The City Engineer provides technical engineering assistance, design, construction plans, specifications, and project management to City departments, related boards, and government agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Accomplish design of city infrastructure including water, sewer, storm water control, streets, and other infrastructure as required.

Plan, organize, direct, and evaluate various public works programs and activities of the Public Works Department including design, survey, inspection, developmental review, contract administration, and geographic information systems.

Works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects.

Interacts with various regulatory and governmental agencies, and consults various data sources concerning engineering standards, regulatory compliance, and requirements for development activities.

Administer construction and site development, and various contract and permit processes relating to development and the use of City infrastructure, rights-of-way etc.

Review civil plans submitted to ensure adherence to adopted design standards.
Directs the Assistant Director of Public Works in the planning and operation of the water and wastewater systems, construction projects related to utilities, planning and operation of street, drainage, grounds maintenance, parks, construction projects, building and fleet services.

Manage the engineering contracts of firms assigned to Capital Improvement projects.

Performs onsite field inspections when conflicts and/or disputes occur.

Develop, recommend, present, and monitor the Public Works department budget.

Conduct performance reviews, sets goals and objectives, monitors progress, provides feedback, and identifies training needs and opportunities for both employees and Engineering functions.

Research subjects and compiles and assimilates data and information into various special studies and reports to address issues and programs for the City.

Maintains current knowledge of trends and developments in the field and facilitates application of such to department policy and procedure as appropriate.

Prepares and performs verbal and written presentations to City Administrator, City Staff, Boards, Commissions and City Council as required.

Attends various City administrative meetings (i.e., all City Council meetings, and other meetings as needed).

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor of Science degree in Civil Engineering from an accredited university with five (5) years related experience after registration, municipal civil engineer experience preferred.

Knowledge of the principles and practices of civil engineering, particularly with the design, construction, and maintenance of public works projects. Experience in land development including grading, drainage, street, and utility design preferred.

**LICENSES & CERTIFICATES**

Must be a Licensed Professional Engineer in the State of Texas.

Must possess a valid Texas driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES**

Thorough knowledge of principles, practices, methods, and materials for municipal maintenance projects and activities.

Thorough knowledge of supervisory principles and methods, including goal setting, budget preparation and administration, and employee supervision.

Thorough knowledge of work planning, organization, and scheduling techniques.
Ability to plan, organize, assign, direct, review, and evaluate comprehensive municipal maintenance activities.

Ability to select, train, motivate, and evaluate assigned staff; develop, implement, and interpret policies, procedures, goals, objectives, and work standards.

Ability to analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans, specifications, and guidelines.

Ability to establish and maintain effective working relationships with those contacted in the course of work; represent the City effectively in meetings with others.

Ability to maintain accurate records and prepare clear and concise reports and correspondence.

Ability to schedule and coordinate numerous divisional work assignments in an effective and efficient manner.

Ability to utilize computer applications such as email, word processing, and spreadsheets.

Be knowledgeable in contract administration of professional services and construction contracts.

Have above average communication skills both written and oral.

Perform other related duties as assigned.

**ADA COMPLIANCE**

**Physical Ability**
Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds).

**Sensory Requirements**
Tasks require the ability to perceive and discriminate colors or shades of colors. Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate odors. Tasks require the ability to perceive and discriminate depths. Tasks require visual perception and discrimination.

**Environmental Factors**
Tasks risk infrequent exposure to adverse environmental conditions, such as dirt, dust, pollen, temperature extremes, machinery, electric currents, toxic agents, and/or disease.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.

[Employee Signature]

[Date]