

# South Jordan City

## Job Description

**Title:** Assistant City Engineer      **Effective Date:** 1/1/17  
**Org:** 100410      **FLSA:** Exempt/Professional  
**Pay Grade:** 23      **Workers Comp:** Municipal

### GENERAL PURPOSE

Provide professional engineering services to ensure that the City grows and develops in a manner that is consistent with its mission statement and service values. Provide leadership, direction, management, supervision and coordination of activities of the Engineering department's programs including land development reviews and approvals, capital improvement design, City master planning and construction management for all City capital improvement projects, and Public Works construction inspections.

### SUPERVISOR

Director of Development Services/City Engineer

### POSITION(S) SUPERVISED

Associate Engineer  
Associate Civil Engineer  
Construction Manager  
Engineering Designer  
Engineering Inspector Supervisor  
Engineering Technician

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Provide professional engineering leadership and direction to the Engineering Department; recommend and implement goals, objectives, and practices for providing an effective and efficient Engineering Services to be consistent with the City's mission and service values.

Provide management, direction and coordination of the personnel assigned to the Department by selecting, supervising, training, mentoring, disciplining, and evaluating staff.

Assist in allocating resources and creating necessary controls for project management.

Identify and respond to community and Municipal Service issues, concerns, and needs and will establish and maintain cooperative working relationships with other departments, City Officials, outside agencies, and the general public.

Provide professional engineering direction, approvals, design, and construction administration as required by the City.

Oversee all aspects of the design, cost estimating, budgeting, scheduling, permitting and construction of the capital infrastructure projects.

Oversee design review, approval and construction of subdivision and commercial developments.

Develop and maintain culinary, storm drain and transportation master plans.

Act as the Department's Director and City Engineer as assigned. Represent the Engineering Department in Planning Commission and City Council meetings as assigned.

Oversee the Capital Improvement Program (C.I.P.), Pavement Management Program, City Standards and Specifications Committee as assigned.

May oversee the work of lower level engineers and technicians.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in Civil Engineering;

AND

B. Eight (8) years of experience related to above duties; two (2) years of which must have been in a senior engineer or supervisory capacity;

2. Special Qualifications:

Valid Utah Class D Drivers License.

Licensed Professional Engineer (PE) in the State of Utah.

3. Knowledge, Skills and Abilities:

Knowledge of computerized engineering systems and instruments (CAD) and related peripheral equipment; software applications and basic programming related to specific engineering software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and worker motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management.

Skill in diplomacy and cooperative problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively verbally and in writing; ability to plan, organize, and direct the affairs and operations of a division engaged in a variety of complex public works projects; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not*

*prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Engineering</b>	<b>EEOP Class:</b>	<b>Prof</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>450</b>