

# South Jordan City

## Job Description

**Title:** Director of Development Services/City Engineer  
**Org Code:** 100410  
**Pay Grade:** 29

**Effective Date:** 8/26/16  
**FLSA:** Exempt/Executive  
**Workers Comp:** Municipal

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### **GENERAL PURPOSE**

Support and implement the City’s vision and mission. Manage the day to day operations of the Development Services Department in accordance with the City Manager’s direction and Service Values. Perform professional managerial and technical administrative duties; provide engineering advice and assistance to all city departments in connection with the planning and execution of public works improvement programs and projects. Monitor all activities of City’s development and redevelopment and act as the custodian for all maps, plans, plats, profiles, drawings, final estimates, specifications, and contracts which relate to engineering and planning affairs. Perform managerial and administrative duties of all Code Enforcement Activities and coordinate with all city departments.

### **SUPERVISOR**

Chief of Staff

### **POSITION(S) SUPERVISED**

Executive Assistant  
Assistant City Engineer  
City Planner  
Chief Building Official

### **ESSENTIAL JOB FUNCTIONS**

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Monitor and advocate the development of local and state enabling legislation as approved by the City Manager’s office and the City Council that would effectively support the development and sustainability of the City.

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

Give advice to and cooperate with municipal officials, developers, and community organizations in connection with new or contemplated major projects and coordinate projects with RDA and Economic Development employees.

Facilitate and oversee the negotiation and the settling of disputes on major planning and zoning problems.

Plan, organize, manage and evaluate all planning division activities within the City.

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Plan, develop, organize, manage and evaluate all building division activities within the City.

Plan, develop, organize and evaluate all code enforcement activities within the building division of the development service department.

Serve as technical advisor to the City Council, Planning Commission, City Manager, Board of Adjustment and City Teams on local and regional planning and zoning matters; make recommendations based on professional experience

Provide professional engineering leadership and direction as the City Engineer to the Engineering Division and provide the professional engineering direction, approvals, design, and construction administration as required by the City.

Fulfills responsibility as designated American with Disability Act (ADA) Coordinator, responsible for administering the City's ADA Transition Plan.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Bachelors Degree in civil engineering ;  
AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

Must be a licensed Professional Engineer (PE) in the State of Utah

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

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; transportation issues; community development practices; 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.

Knowledge of predictable social and anti-social behavior under varying planned and unplanned conditions and of the needs of the varying elements of a community; principles and practices of public administration and of the limits of public action.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

*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>Official/Admin.</b>
<b>Location:</b>	<b>Engineering</b>	<b>EEOP Class:</b>	<b>Official/Admin</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>455</b>