

South Jordan City

Job Description

Title: Director of Engineering/City Engineer **Effective Date:** 2/1/16
Org: 100410 **FLSA:** Exempt/Executive
Pay Grade: 29 **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

Actively participate as a member of the Development, Growth & Sustainability Team in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City; plan and direct the efficient and economical development and construction of municipal infrastructure. Work involves the exercise of a high degree of independent judgment and discretion in the interpretation and execution of policies governing civil engineering within the City. Provide professional engineering advice and assistance to other department heads in connection with the planning and execution of public works improvement programs and projects; monitor all activities of the City’s development and redevelopment to ensure the City grows and develops in a manner of financial and operational sustainability.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Engineering Assistant
Assistant City Engineer

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Maintain a regular and dependable level of attendance and activity as expected of similarly situated professionals both in and out of Utah, and as otherwise agreed upon with supervisor.

Assure that all Department staff actively and meaningfully engage with other City Teams and Team members in the coordination and performance of all work and activities, in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City.

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.

Formulate, develop, and carry out all Department work within applicable City policies and applicable law.

Provide professional leadership and direction to the City’s Engineering Department to assure most effective outcomes.

Recommend and implement goals, objectives, and practices for providing effective and efficient Engineering Services.

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

Identify and respond to community, city, and Public Services 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 leadership and direction as the City Engineer to the Engineering Department 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.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors degree in civil engineering;

AND

B. Ten (10) years of progressively responsible experience directly related to above duties; Five (5) years of which must have been in a senior engineer or supervisory capacity;

2. Special Qualifications:

Must be a 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; 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.

Skill in the art of 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. Periodic 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

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Engineering	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	455