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MEMORANDUM

To: Becky Walker, City Clerk
From: Linda Lewis, HR Director *Linda*
Date: April 8, 2010
Subject: Updated City Engineer job description for April 19, 2010 City Council Meeting
Agenda

At Steve's request, the City Engineer job description has been analyzed by the consulting firm, Fox Lawson & Associates. The recommendations have been incorporated, and the result is attached. Please include the updated City Engineer job description for Council consideration at the April 19, 2010 meeting.

Thanks!

City of Cañon City, CO
Position Description

Class Title: CITY ENGINEER

Job Code: 2201
Range: 76

Department: Engineering
Reports to: City Administrator

SUMMARY:

Under general direction, manages, plans, and directs all civil engineering aspects of public improvements for the City of Cañon City.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Develops/implements policies and procedures to advance the department's mission, goals, and objectives. Recommends employee hiring, trains employees, writes and conducts performance evaluations, and recommends disciplinary actions. Schedules employees, approves overtime, assigns work, and monitors its progress. Guides and develops employees in the accomplishment of their duties and career growth. Investigates and resolves complaints.

Determines and recommends levels of staff/equipment needed to effectively provide departmental services. Prepares and monitors department's annual budget and the Stormwater Enterprise Utility budget. Oversees the resolution of departmental problems. Performs related duties as established by law or ordinance or as reasonably directed by the City.

Oversees and/or performs engineering reviews of all proposed subdivision plans and building permits to ensure that plans meet relevant codes and standards for engineering design, such as utility capacity, traffic control, street lighting, grading, and drainage requirements. Prepares memoranda identifying review findings and recommendations for Planning Commission and City Council. Attends meetings, presents development/engineering issues, makes recommendations, answers questions, and participates in discussion.

Reviews and approves applications for water taps in accordance with established rules and regulations. Prepares and recommends water service contracts for development outside the City limits. Administers letters of credit required from developers for new subdivisions, tracking progress of improvements and compliance with development conditions/agreements. Oversees and/or performs inspections of infrastructure improvements during construction, and grants final approval of improvements when completed satisfactorily. Prepares and issues related correspondence, such as items needed for final approval of project.

Manages City construction projects, preparing/reviewing plans and bid specifications, designing, preparing requests for proposals for architects, consulting engineers, and contractors, and administering their contracts. Monitors contracts, reviews work, participates in construction conferences, negotiates change orders, and authorizes payments. Oversees and performs City traffic engineering tasks including traffic counts, school zone signage, and maintaining model traffic code schedules. Coordinates with Public Works and Police Departments in placing appropriate and necessary traffic control signage.

Reviews, prepares, and administers licenses for structures in public right-of-way, such as sidewalk cafés. Serves as City's floodplain administrator, responding to inquiries about floodplain boundaries, maintaining records, managing participation in national community floodplain rating system for insurance industry, and reviewing/issuing floodplain development permits in accordance with established procedures and regulations. Provides oversight of plat/plan archiving of City GIS data collection and database management. Maintains the City Water Distribution Model. Directs the Stormwater Enterprise Utility including implementation of measures required in City's NPDES (National Pollutant Discharge Elimination System) Stormwater Phase II permit according to annual goals.

City of Cañon City, CO
Position Description

Class Title: CITY ENGINEER

Job Code: 2201
Range: 76

QUALIFICATIONS:

Education/Experience:

Bachelor's degree in Civil Engineering; five years experience in civil engineering; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

Colorado Driver's License. Colorado Professional Engineer's License.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- The theory, principles, practices, and methods of public administration, including budgeting and employee supervision.
- The theory, principles, practices, and methods of Civil Engineering.
- Maps, GIS, engineering drawings, blueprints, and technical specifications.
- References and information sources relevant to Civil Engineering.
- Federal, state, and local building and development codes, policies, and regulations.
- FEMA maps and regulations.
- City's NPDES Stormwater Phase II permit.
- The theory, principles, practices and methods of traffic engineering and control including the Model Traffic Code.

Skill in:

- Managing, planning, and directing all aspects of civil engineering for a municipal government.
- Supervising employees.
- Preparing and monitoring budgets.
- Reading and interpreting maps, engineering drawings, blueprints, and technical specifications.
- The use of references and information sources relevant to Civil Engineering.
- Coordinating lighting, grading, and drainage requirements.
- Reviewing/approving development and permit applications.
- Inspecting and managing construction projects.
- Traffic engineering.
- Floodplain administration.
- Utilizing equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicating verbally and in writing.
- Establishing effective relationships with employees, government officials, contractors, vendors, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is often required to work with and around standard office equipment. The employee is sometimes required to travel to various locations in and around Cañon City. The employee is occasionally required to work with and around construction machinery. The employee is occasionally required to work in dirty and dusty locations, and in adverse weather conditions. The employee is occasionally required to traverse uneven terrain.

FLSA Status:	<input checked="" type="checkbox"/> Exempt-Salaried	<input type="checkbox"/> Non-Exempt Hourly
Date of Original: 10/18/06; prepared by PSPC		
Date Adopted:		