



JOB DESCRIPTION

JOB TITLE:	Senior Engineer		
DEPARTMENT:	Engineering	DIVISION:	Engineering
REPORTS TO:	Assistant City Engineer		
SUPERVISES:	None		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	1/1/2018

POSITION SUMMARY

Under general direction, this professional position performs difficult work planning, directing, coordinating, supervising and participating in designing and constructing public infrastructure projects and programs, developing project plans and specifications, administering capital improvement programs, preparing reports, and related work as required. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Prepares reports, studies and designs for programs and projects.
- Plans, directs, coordinates and approves engineering plans and specifications.
- Develops and maintains capital improvement plans, including the pavement management system and bike/pedestrian system plan; coordinates plans with the City-wide growth area plans.
- Administers consultant contracts and reviews plans and specifications for projects; ensures compliance with City, State and Federal codes, regulations and standards.
- Performs contract administration; ensures conformance with contracts, specifications, and schedules.
- Performs financial duties related to projects, including compiling cost estimates, monitoring funds and preparing change orders and pay requests.
- Develops standard or special design plans, specifications and specific job procedures for projects.
- Administers, coordinates, and manages department programs, projects and standard operating procedures; implements department policies and procedures; recommends goals; prepares work schedules; expedites workflow.
- Assists in developing an annual budget for engineering operations and monitors and authorizes adopted budget expenditures.
- Interacts with the government agencies, developers, contractors, utility representatives and the public.
- Responds to questions on a variety of topics.
- Meets with outside agencies, developers and the general public to represent the department and/or provide direction regarding City engineering and contracting standards.
- Prepares preliminary estimates on special assessments for public improvement projects.
- Drafts legal descriptions for dedications, annexations, local improvement districts, easements or condemnations.
- Supervises design team staff.
- Serves as a Flood Zone Team Leader and/or liaison for consultant services during flood emergencies.
- Performs other duties as requested.

- Attendance at off-site courses/trainings/seminars may be required.

MIMIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in civil engineering, or related field
- Five years experience in professional civil engineering work, or related field

Training, Certificates, and Licenses

- Registered as a Professional Engineer in the State of Minnesota.
- National Bridge Inspection program experience preferred but not required.
- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of public works projects; thorough knowledge of City policies and ordinances and state and federal statutes, rules and regulations; general knowledge of Federal and Municipal State Aid project development, design and administration; skill in using civil engineering instruments and equipment; ability to plan, direct and supervise staff work and department operations; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to communicate effectively, both orally and in writing; ability to calculate complex cost estimates and prepare technical reports; ability to establish and maintain effective working relationships with city officials, associates, contractors and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.