



City of Irving Job Description

City Engineer

FLSA Status:	EXEMPT	Job Department:	CIP
Job Code:	34051	Reports To (Job Title):	CIP Director

PURPOSE

To support the Director in planning, managing, and overseeing the activities and operations of the Capital Improvement Program Department. Also to coordinate all activities and projects with all engineering divisions, departments of the City, and other government agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee the City's Capital Improvement Program in coordination with all City departments, including determining projects, administering budgets, and seeing projects through from conception to completion.
- Assist the Director in the development and administration of the budget by reviewing all division's budget requests, assigning work activities, monitoring workflow, implementing mid-year adjustments, and evaluating work products methods and procedures.
- Respond to and resolves difficult and sensitive inquiries by general public, developers, and organizations on specific engineering projects and public works matters.
- Represent the Department of Capital Improvement Program at Planning/Zoning Commission meetings, City Council meetings, TIF board meetings, and other meetings with City or outside groups.
- Review development within the Irving flood plain and all local Army Corps of Engineers' projects.
- Coordinate the City's property acquisitions including property rights as needed for all municipal projects.
- Direct staff in training and evaluation, corrects department deficiencies, and implements discipline and termination procedures.
- Serve in the role of a project manager and construction manager for CIP projects.
- Negotiate Professional Service Agreements with outside engineering firms.
- Negotiate change orders related to field modifications to original plans.
- Approve changes to construction specifications and details.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in a variety of boards, committees, professional groups, and organizations concerning public works and engineering matters.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 15 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 22 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Plans and administer a multiple work unit budget of \$1.8 million annually.
- Assists in planning and administration of the Municipal Drainage Utility Fund of \$5.2 million annually.
- Coordinates with Water Utilities Department and administer \$20 million worth of utility improvement projects annually.
- Reviews monthly construction pay estimates.
- Reviews vendor service invoices for CIP related projects.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.S.) from accredited four year college or university in Civil Engineering, or related engineering field.

EXPERIENCE

- Eight (8) years of Civil Engineering experience including five (5) years as a professional engineer and two (2) years of supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- Certificate of Registration as a Professional Engineer.

KNOWLEDGE OF

- Design and Construction: Advanced and complex design techniques, principles of surveying, CAD drawings and hydraulic modeling. Construction methods and materials related to utility systems, roads, structures and building.
- Budgeting: Understanding of work unit budget needs and assessments as well as project budgeting and monitoring.
- Computers and Electronics: Computer hardware and software including applications and programming, especially CAD and other technical design related programs.

- Regulations: Understanding of federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project and subdivision construction.
- Contract Management: The principles involved in managing projects, such as bidding, Request for Information, shop drawings, negotiating change orders with contractors, documenting field changes, issuing requests for qualifications, and negotiating professional service agreements.

SKILLS AND ABILITIES IN

- Management of Resources: Obtaining and seeing to the appropriate use of equipment, facilities, materials and personnel needed to do certain work.
- Problem Solving: Determining how a system should function and how changes in conditions, operations, and environment will affect outcomes.
- Collaborative Leadership: Promoting, mentoring, and coaching to convey new concepts and maintaining positive working relationships with and between coworkers.
- Professional Responsiveness: Effectively presenting information and responding to inquiries in writing and orally to various groups ranging from city management, to directors, to technical and non-technical staff to the general public.
- Statistical Analysis, Critical Evaluation, and Methodical Execution: Analyzing complex problems, identifying alternate solutions, projecting consequences of proposed actions and implementing recommendations in support of the City's Strategic Goals.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Frequently interacts with other city departments, such as: Water Utilities, Traffic, Purchasing, City Attorney Office, City Secretary Office, Parks and Recreation, Police, Fire, Code Enforcement, Building Inspections, Real Estate Services, Information Technology, and Solid Waste Services.

Often interacts with outside agencies, such as: United States Corps of Engineers, Texas Department of Transportation, Dallas County, Federal Emergency Management Agency, North Central Texas Council of Governments, Staff from other Municipalities, Texas Commission for Environmental Quality, Dallas Area Rapid Transit, railroad companies, flood control districts, franchise utilities, engineering firms, neighborhood and homeowner's associations and resident.

EQUIPMENT AND PROPERTY

Personal Computer, printers, plotters, fax, cell device, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, see, talk, listen, and/or sit. Frequently, s/he is required to walk. Occasionally, s/he is required to stand. Rarely, s/he is required to climb, grasp, handle, feel, push, pull, kneel, lift up to ten pounds, reach, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, and/or extreme temperatures or weather conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.