



CITY OF DeBARY, FLORIDA

Employee Job Description

CITY ENGINEER

Department:	Position #143	Exempt:	Yes
Reports To:	City Manager	Pay Grade/Wage:	22
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

This position will perform professional level work in managing the City's engineering duties and tasks under the administrative direction of the Growth Management Director. The City Engineer will perform functions for the review and construction plan approval of development applications to the City; project design and construction oversight of the City's capital improvement program projects for stormwater and transportation; assist Public Works with stormwater utilities including, compliance of permit requirements, capital expenditures, and implementing projects; and coordination of transportation, stormwater and utility activities with federal, state, county, and other municipal agencies. Performs other work as required by the City Administrative Staff.

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DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manage the City's Stormwater Program which includes but is not limited to, managing all stormwater issues.
- Assist in establishing 5-year Capital Improvement Plan.
- Serve as project manager while assigning and coordinating projects with professional engineering and construction firms, reviewing and approving plans and overseeing construction management.
- Provide presentations and reports to City Manager and City Council and participate in the development of grant applications.
- Participate as a member of the City's Development Review Committee, which includes the review and approval of land development applications for development projects.



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- Plan, direct, and coordinate the inspection of City and developers' construction projects to ensure compliance with engineering plans and specifications as well as applicable local, state and federal requirements.
- Inspect and certify the City's acceptance of infrastructure improvements.
- Manage, design and review special projects as assigned by the City Administration Staff.
- Plan, develop, schedule, and supervise the creation, design, permitting, bidding, construction and completion of the City's capital improvement program for transportation, stormwater utility, and sidewalk and bikeways projects.
- Manage the engineering design, bidding, construction and inspection of the City's capital improvement program projects for other departments.
- Administer right-of-way use permitting, abandon and vacate requests, addressing, and maintenance of traffic plans for special events.
- Maintain liaisons with appropriate county, state, and federal agencies regarding joint projects and/or regulations.
- Provide professional advice and recommendations in resolving problems and improving municipal operations. Respond to City Council and resident questions about engineering related items. Meets with the public and developers to discuss the City's codes and regulations.
- Develop and provide training to staff, as needed.
- May present project related matters to public boards and agencies such as City Council, River to Sea Transportation Planning Organization, and other related public entities.
- Secure the City's certification to participate in the Local Agency Program (LAP) and serve as administrator of Federally funded transportation LAP related projects.
- Perform other duties as assigned.



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QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a bachelor's degree in engineering, preferably related to the stormwater or transportation.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of principles and practices of civil engineering.
- Knowledge of civil engineering and construction methods and techniques as applied to the construction and maintenance of stormwater utilities and transportation related infrastructure.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly, both orally and in writing.
- Knowledge of site plan review and subdivision development.
- Ability to evaluate the work of contractors on projects and to determine compliance with plans, specifications, and applicable laws, ordinances, and policies.
- Skill in making engineering computations and conducting engineering research.
- Ability to prepare and evaluate engineering quantity cost estimates and contractor pay requests and perform engineering computations for working plans and design calculations.
- Must be able to effectively manage and oversee multiple projects simultaneously.
- Ability to read and comprehend safety manuals, work orders, operation guides, legal documents, instructions, letters, memos, journals, and maps.

WORK ENVIRONMENT/ADA:

While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions. The employee must be able to access file cabinets for filling and retrieve data. The employee must have the ability to sit at a desk and view a screen for extended periods of time, occasionally lifting and moving light objects to moderately heavy objects (up to 25 pounds). The employee may also be required to make field visits to project sites in order to evaluate project or gather statistical data.

Employee Signature

Employee Printed Name

Date