

CITY OF HARTFORD JOB DESCRIPTION

POSITION TITLE: City Engineer
DEPARTMENT: Engineering
SUPERVISOR: City Administrator
FLSA: Supervisory, Department Head, Exempt
COMPENSATION: \$93,000 - \$115,000 DOQ

GENERAL POSITION DESCRIPTION

This position is responsible for providing effective and efficient engineering services for the City of Hartford by planning, directing, and controlling the operations of the Engineering Department. This is a senior management position reporting to the City Administrator.

ROLE WITHIN THE ORGANIZATION

The City Engineer oversees the Engineering Department which is to be a dedicated source of information and assistance to planning, design, coordination, contracting and supervision of construction and capital improvements including current information on public utilities, maps, and construction records. The City Engineer works closely with the other City department heads concerning new developments and involving existing improvements and acts as a consultant to the City Council and other City officials on all engineering matters.

SPECIFIC POSITION RESPONSIBILITIES

- Perform responsible administrative and technical work related to public works and utilities.
- Oversee the preparation of engineering plans and specifications for bidding public works projects, which includes writing and assembling the documents.
- Design and/or review engineering plans and specifications for public works projects, inspect construction sites, administer and manage contracts, and review contractor's requests for payment.
- Oversee all projects for the construction of the municipal public works.
- Prepare Engineering Department budget and the Public Works capital improvements budget.
- Supervise Engineering Department staff (2 Technicians; 1 Storm Water Engineer, 1 Shared Administrative Assistant)
- Responsible for public improvements and the design and maintenance of sanitary and storm water improvements.
- Coordinate the monitoring of the Former Municipal Landfill and reporting to the Wisconsin Department of Natural Resources (DNR).
- Coordinate the City's Municipal Separate Storm Sewer System (MS4) program and responsible for the annual report to the DNR.
- Communication: Communicate with the general public, other City employees, vendors, management, contractors, and public officials to provide information and give direction in the coordination of City project design and construction. Prepare various written documents (council reports, memos, studies, etc.) to evaluate progress and respond to information requests. Provide verbal reports to City management and the City Council.

EDUCATION AND EXPERIENCE

The position requires a minimum bachelor's degree in civil engineering from an accredited program, a Wisconsin P.E. designation, and minimum of 5 years civil engineering experience.

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of the principles and practices of Civil Engineering as applied to administration of various public works activities.
- Thorough knowledge of modern principles and practices of public works administration including the materials, methods, and techniques used in the construction of public works projects.
- Thorough knowledge of the laws and regulations related to department activities including but not limited to: Federal Highway Administration (FHWA), Wisconsin Department of Transportation (WisDOT), Wisconsin DNR and other state statutes and municipal ordinances.
- Strong computer skills; especially regarding Auto-CAD, engineering systems hardware and software and Microsoft Office.
- Excellent written and verbal communication skills are essential.
- Excellent interpersonal skills and the ability to establish and maintain working relationships with employees, elected officials, the general public, and other private and public agencies.
- The ability to effectively manage time demands to accomplish position requirements.
- The ability to resolve public works problems with tact and courtesy.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond quickly to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or the Common Council and its various committees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Considerable knowledge of and the ability to apply safety precautions in work assignments.

The responsibilities, skills, knowledge, and abilities listed above are intended only as general illustrations of the various types of work that may be performed and the knowledge and experience that may be required to perform the work well. Specific statements of responsibilities, knowledge, and ability not included does not exclude them from the position if the work is similar, related or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands and arms; talk and hear; taste and smell. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently work in wet or humid conditions and will be exposed to outdoor weather conditions. Occasionally the employee will work near moving mechanical parts, work in high, precarious places, be subject to fumes or airborne particles, toxic or caustic chemicals and be subject to extreme cold or heat. The noise level in the work environment is usually loud.