



Office of Human Resources
City Engineer - CE2786
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General Statement of Duties

Directs multiple engineering related divisions for the Department of Public Works including establishing a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives.

Distinguishing Characteristics

There are four general management classes in the engineering series, which includes the Engineer Manager, Senior Engineer Manager, Engineer Director, and Engineer Executive.

The Engineer Manager is a first level management class. An Engineer Manager oversees a professional engineering work group within a division and is generally responsible for supervising first or second line supervisors and individual contributors.

The Senior Engineer Manager is between the first level manager and the mid-level management classes. The Senior Engineer Manager has multiple areas of responsibility over distinctive work groups and has independent supervision over each area. Additionally, a Senior Engineer Manager is generally responsible for supervising first or second line supervisors.

The Engineer Director is a mid-level management class. An Engineer Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors.

The Engineer Executive is the highest-level management class in the engineer series. An Engineer Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors.

The City Engineer is a one incumbent class and the position is responsible for the financial, operational, and administrative functions of all engineering activities within the city.

Essential Duties

Directs multiple engineering divisions and is responsible for the financial, operational, and administrative functions for the following divisions: Capital Projects, Traffic Engineering, Right-of-Way Services, and Right-of-Way Enforcement and Permitting as well as oversight of Bond Programs and the city's involvement with major regional transportation and infrastructure projects/programs.

Establishes the long-term vision and strategic plan for the organization in conjunction with the appointing authority, other executives, directors, and managers while integrating the perspectives of policy makers and elected officials into plans.

Provides technical engineering advice and assistance to other departments, elected and appointed officials, other governmental jurisdictions, and consultants in the planning and execution of public works system improvements, programs, projects, and other engineering matters.

Possesses an understanding of the objectives of both internal groups and external organizations to collaborate and gain support for Public Works and citywide programs, projects, and goals for current and future concerns and regulatory compliance.

Reviews and recommends grant writing strategies to leverage city dollars for system improvements in coordination with other governmental agencies and/or private partners.

Manages the development and implementation of the organization's goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Creates overall organizational design and optimizes resource allocations based on the long-term vision of the organization and available financial resources.

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision-making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders that add value to the overall management of the organization.

Represents the department in meetings with elected and appointed officials and other city entities.

Serves as the city representative with a variety of public, business, and community organizations and fosters collaborative relationships to the benefit of the organization.

Ensures divisions/department accomplish annual work plans, strategic initiatives, and performance standards.

Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization's strategic and operational methods.

Oversees the financial status of the organization including developing long and short range financial plans. Monitors the budget to ensure sound financial controls are in place. Sets financial priorities to ensure the organization is operating in a manner that supports the city's financial goals.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Level of Supervision Exercised

Directs multiple divisions of a department by supervising directors, managers, supervisors, and individual contributors.

Education Requirement

Bachelor's Degree in Engineering.

Experience Requirement

Five (5) years of experience at the type and level of Engineer/Architect Director.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Requires registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or requires registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-825

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: