



Job Description Assistant City Engineer

Pay Grade: C45

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Seven (7) years of progressively responsible engineering experience and three (3) years of supervisory experience.

Minimum Education Requirements: Bachelor's Degree in Civil Engineering or a related field or equivalent combination of education and experience. Master's degree is desired.

Department: Engineering

Direct Supervisor: City Engineer/Engineering Director

Supervisory Responsibility: Direct (0) Indirect (4) May also provide work direction to temporary, seasonal or contractor workers.

Primary Work Location: Office setting.

Certification: Minnesota Professional Engineering License. Valid MN Class D driver's license or equivalent. Must be bondable.

Job Summary: Directs the development of, and oversees the construction and administration of, major and minor public works projects to include preparation of plans, specifications, cost estimates, construction, contract payments, and project closeout. Assists the City Engineer/Engineering Director with complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Engineering Department. Represents the Engineering Department at construction meetings, public meetings, public presentations, etc. and acts as the department's director in the absence of the City Engineer/Engineering Director.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Day-to-Day Operations:

- Performs administrative responsibilities as the Assistant Department Head.
- Directs the preparation of detailed construction plans, budgets, cost estimates, preliminary and final designs, project specifications, legal descriptions, and other necessary construction documents for construction and replacement of city infrastructure projects.
- Directs the inspections of construction sites and municipal improvement projects to verify and ensure compliance with plans and specifications.
- Assist with directing, managing, and supervising the human and financial resources of the Department so that the Department goals and priorities are accomplished within the allocated budget.
- Acts as mentor and coach for employees so that they can meet their potential.
- Represents the Engineering Department at construction meetings, public meetings, public presentations, and other assigned project meetings.
- Represents the City on various boards, at meetings, conferences, legislative events, and other assigned public affairs.
- Directs the development, review and submittal of mandatory Federal and State reports for municipal engineering.



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- Assist the City Engineer/Engineering Director in planning and scoping efforts related to specific construction projects, comprehensive plans, small area plans, master plans, sidewalk and bicycle facilities, and safety studies.
- Performs other duties as assigned.

Planning & Oversight:

- Assists with the implementation of the City Council's strategic plan.
- Exercise general and technical supervision over consulting engineers, architects and land surveyors retained under contract.
- Attend construction meetings, neighborhood meetings and public presentations.
- In the absence of the City Engineer/Engineering Director or as needed, attend City Council Meetings, City Council Workshops and public hearings and provides written and oral advice and information on engineering matters.

Administrative:

- Manage Right-of-Way, private utilities, pavement, and drainage engineering issues.
- Assist with planning the long-range capital improvements of the City.
- Act as program administrator for Annual Bridge Safety Inspections.
- Direct the completion of all infrastructure projects from concept through design, contract administration, construction, final product, and assessments.
- Develop plans, maps, specifications, cost estimates, and create assessable cost information on projects for the City Council and other city offices.
- Signs project plans and other required forms as licensed Professional Engineer for the City of Red Wing.
- Assist with Communications with the City Council, Council Administrator, department heads, contractors, other agencies, and general public regarding city projects and development.
- Plan, design, control, and oversee the construction and maintenance of all city infrastructure projects; coordinate projects, funding, and applications with other agencies.
- Recommends proposed amendments to City ordinances, polices, codes and fee structures for City Council consideration.
- Represents the City in negotiations regarding land titles and deeds, easements, land acquisition and actions requiring the preparation of engineering feasibility and land use studies.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Municipal engineering concepts and practices.
- Municipal government operations, including municipal infrastructure and transportation operations.



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- AutoCAD and other Civil Engineering software.
- State and federal laws, statutes and requirements related to public infrastructure funding and construction practices.
- Thorough understanding of City's functions, policies, and procedures.
- Municipal State Aid rules and regulations. MnDOT standard specifications & practices, and other applicable state and federal rules and regulations.
- Budgeting and financial practices.

Skills

- Strong computer skills in AutoCAD, Microsoft Word, Excel, Outlook, & PowerPoint software.
- Strong budget and finance skills.
- Strong written and oral communications and relational skills.
- Strong ability to create, follow and relay complex oral and written instructions, policies and procedures.
- Strong organizational, leadership and motivational skills.
- Strong mathematical, problem solving and decision making skills.
- Sound judgement.
- Strong public communications messaging and presentation skills.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, and copier.

Abilities

- See colors and read and understand blueprints and technical drawings.
- Exercise discretion regarding confidential matters.
- Supervise and direct the work of others.
- Remain calm in stressful situations and set example of integrity and professionalism.
- Develop and maintain cooperative working relationships with a diverse group of associates including other professionals at the local, state, and national level and those providing services to the City.
- High attention to detail and meeting deadlines.

Physical

- Intermittently spends time in the field at construction sites in a variety of weather conditions.
 - Occasional exposure to loud noise, odor, vehicle exhaust, disagreeable elements and extreme temperatures while supervising employees or contractors on public infrastructure projects.
 - Attendance at evening Council meetings and related meetings as needed.
 - Normal office environment.
 - Lift and/or move up to 25 pounds.
 - Driving to various City facilities and functions required.
 - May be required to respond to natural disasters and nuclear events.
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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.