



Job Description
Job Code: 513
Range 32

SENIOR ENGINEER (PE)

DESCRIPTION: Under general supervision of the Public Works Director, oversees the Engineering Department staff, reviews private development, municipal capital improvement, and streets drainage projects, and independently evaluates, selects and applies standard engineering techniques, procedures and criteria, using judgment in making minor adaptations and modifications. Performs engineering work relating to public works projects, storm water projects, streets, and transportation; stamps plans and reports requiring PE registrant approval and performs related duties as assigned. Serves as the City's Floodplain Administrator. Provides highly responsible, complex administrative support to City management staff and the City Council. Performs related duties as assigned.

CLASSIFICATION: This is an exempt, full-time, classified at will position with full benefits that serves at the pleasure and will of the City Manager.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Reviews private development engineering submittals for conformance with Federal, State and City regulations, codes and ordinances, standards, and general engineering principles; represents the department at the Code Review Board; Verde Valley Transportation and Planning Organization, and the NACOG Technical Advisory Committee meetings; design and preparation of bid documents, reviews bids and recommends award.

Works closely with various vendors such as developers, contractors, consultants, the public, and City department to design and develop engineering solutions, facilitate project completions, and ensure City standards and ordinances are being met. Performs engineering studies in compliance with commonly accepted engineering standards relating to transportation, traffic, storm water drainage, flood plain administrator, and presents findings in the form of written reports, graphics and drawings; provides information on City requirements for private developers, contractors, design professionals, and the general public; researches and prepares City standards and ordinances.

Oversees the preparation of requests for proposals/qualifications, coordinates the consultant selection process, assists with contracts for outside professional and construction services, makes recommendations to the City Council, attends meetings, reviews plans and cost estimates, makes technical decisions and recommendations to consultant, coordinates with other departments, and prepares plans and specifications for capital projects falling under the Engineering Department's responsibility.

Oversees and/or facilitates the advancement of public projects through various phases of implementation. Plans, organizes, and administers project designs and construction contracts, monitors process of contracting services, schedules, and meetings. Prepares project budget and schedules. Communicates

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with the public, contractors, consultants, other City employees, vendors, management, public officials, and others to successfully complete the project.

Performs engineering analysis on a wide array of engineering problems, resolves procedural, operational, and other project-related problems, and recommends and implements solutions in conjunction with staff, management, and the public.

Plans, negotiates and administers a variety of intergovernmental agreements effecting the department with the County and adjoining communities. Negotiates contracts for engineering projects beyond the capabilities of existing personnel and equipment.

Creates applications for federal and state grants.

Supervises all staff in the Engineering Department. Develops department rules and regulations; provides leadership, guidance and direction; selects, trains, coaches, guides, and motivates personnel and volunteer staff; works with employees to correct deficiencies; makes decisions on promotions, demotions, and disciplinary actions; conducts employee performance evaluations.

Provides professional development to subordinates through training, coaching, mentoring and counseling; evaluates personal performance and ensures certifications and professional performance standards are met; resolves personnel problems and ensures interpersonal and organizational communications; coordinates work schedules; establishes a vision for the Department to ensure ongoing development of long-range goals and objectives.

Advises the Public Works Director and City Manager in all matters relating to his or her department; and provides significant support to and actively participates in the City's leadership team meetings; works across all City departments to ensure that the work of the City is completed timely; and, prepares, submits, and presents staff reports (e.g. budgetary, fiscal, weekly, monthly, quarterly, etc.) and other necessary correspondence.

Supervises and works closely with the Utility Engineer to ensure engineering work relating to water production, treatment, storage, pumping, distribution system infrastructure, wastewater collection, treatment and reuse facilities is meeting the standards of the City and Utility Department. Assists the Utilities Director in the development and implementation of the Utilities capital improvement program.

Formulates, develops, maintains and promotes a vision for the Engineering Department, as articulated by the Public Works Director, City Manager and City Council.

Actively supports and upholds the City's stated mission and values, including being open for business and providing excellent customer service that is externally focused.

Actively works to inspire a vibrant community through departmental work and ensures departmental work fits the 'Heart of Arizona Wine Country' branding as appropriate.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principals and practices of civil/municipal engineering

Knowledge of public works and utility construction

Knowledge of the safety requirements for construction zones

Knowledge of the principles and practices of supervision

Skill in interpreting civil engineering drawings and reports

Skill in developing and maintaining effective interpersonal relations

Skill in performing the duty assignment according to their own judgment

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- Skill in reading and interpreting written instructions
- Skill in creating concise written communications
- Skill in analyzing data and drawing valid conclusions
- Skill in use of desktop computers
- Skill in creating public policies
- Skill in managing human and material resources
- Skill in developing and maintaining effective coalitions from various groups in the community
- Ability to effectively problem solve and commit to actionable decisions
- Ability to create a highly engaged employee workforce
- Ability to create a culture of accountability
- Ability to create a customer focused work culture
- Ability to maintain open lines of communication
- Ability to maintain a professional work environment
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL REQUIREMENTS: Must be able to effectively and safely perform required duties. This classification involves work that requires the ability to bend, stoop, rotate, reach, climb and traverse uneven terrain. Must have the ability to use a City vehicle for transportation to job sites. Must be have hearing and speaking ability sufficient to clearly and concisely communicate in person and over the telephone. Must have the ability to view and use the computer for prolonged periods of time.

MINIMUM REQUIREMENTS:

The equivalent of a bachelor's degree from an accredited college or university with a major in engineering and Professional Engineer certification in the State of Arizona are required. Must be able to obtain designation as a Certified Floodplain Manager within twelve months of hire and possess or be able to obtain a valid Arizona drivers' license by the employment date. Experience working in or with a municipal or government environment and previous supervisory experience highly desired.

Employee's Signature: _____ Date: _____

Prepared by: Amanda Wilber 10/5/2020

Reviewed by: Ron Corbin 10/5/2020