

City of Mission Job Description

Job Title: **City Engineer**

Classification: **Exempt-Professional**

Department: Public Works



Division:

Supervisor: City Manager

Effective: 07/19/2021

I. **JOB SUMMARY**

The City Engineer is responsible for leadership and management of City's engineering division, for engineering assistance to the Planning Department and to Public Works Operations and Maintenance Divisions, and for development of rights-of-way, roads, sewers, water and storm drainage systems, GIS, surveying, project inspections, and utilities infrastructure, transportation system evaluation, and planning. The City Engineer reviews engineering related ordinances and other City documents; provides engineering consultation to the Mayor and City Council, community and business groups; and, at the direction of the City Manager, is responsible for the City's capital improvement program, construction contracts, and relations with engineering consultants, contractors, TxDOT State agencies, and other organizations. This position represents the division to community meetings and other organizations, supervises engineering technicians, and other division employees, and has overall responsibility for division supervision and leadership. In addition, the City Engineer will manage all new capital improvement construction projects. Individual will be assigned other duties as needed by the City Manager.

II. **EDUCATION REQUIREMENTS**

- A Bachelor's degree in Civil Engineering, required. Must be a registered/licensed professional engineer in the State of Texas. Requires extensive knowledge of the principals and practices of engineering and management in order to interpret and explain highly specialized technical methods and techniques, and to organize, develop and coordinate activities that are complicated, diversified and highly technical.
- Requires a minimum of **three (3)** years of progressively responsible experience work, and of which **two (2)** years minimum shall be administrative in nature. Individual must have engineering supervisory, project management, and professional level experience in a comparable environment (City, County, or TxDOT engineering experience).

III. **EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL ABILITY REQUIREMENTS

- Must have knowledge and experience with Microsoft Office.
- Must be able to communicate proficiently in the English and Spanish language.
- Ability to establish and maintain effective working relationships with the Mayor and City Council, City Manager, Department Directors, and senior management team, as well as rank and file employees, representatives from unions, the public and private sectors.
- Ability to supervise and perform engineering planning, design, and construction or implementation of water and sewer systems, transportation systems, and communication systems.
- Ability to communicate technical information in an easily understandable format for a wide variety of professional, community, and general public audiences.
- Ability to communicate clearly, tactfully and persuasively to groups or individuals, orally and in writing in high stress situations.
- Ability to communicate effectively with computers and electronic communications.
- Ability to absorb and analyze information rapidly, draw sound conclusions and make decisions and recommendations quickly which address technical, engineering, public works, environmental, and people-related consequences.
- Ability in preparing and coordinating the preparation of project plans, estimates, budgets, reports, recommendations, documentation, and correspondence.
- Ability to manage diverse work activities of numerous, highly skilled subordinates in a manner conducive to proficient performance, high morale, and departmental effectiveness.
- Ability to speak and write clearly and accurately.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to interpret basis for making decisions.
- Ability to contact outside companies or agencies.
- Ability to work effectively in management setting and to lead, select, train, supervise and evaluate personnel.
- Ability to work with high-stress customers, meet deadlines, and handle multiple priorities.
- Ability to read and interpret documents such as safety rules and City policy procedures.
- Detailed knowledge of the principles of management, administration, budgeting, and supervision as they relate to management of division staff and administration of the division.



V. ESSENTIAL JOB FUNCTIONS

- Functions as a member of the City Manager's department management team, and works closely with the Mayor, Council, Department Directors, and other colleagues, to guide and coordinate long range strategic engineering planning, major projects, and day-to-day activities.
- Directs and coordinates engineering planning projects, construction, and inspections.
- Prioritizes projects based on relevant information, scheduling them according to urgency and communicating information to employees, contractors, other departments and to the public.
- Directs and supervises engineering staff that are responsible for engineering planning, designs, plan reviews, consultant services, construction, inspections, reports, and supervision of assigned personnel.
- Directs and supervises the division's Engineering Technicians who are responsible for field inspection of private development projects that impact public works, GIS functions, and other specialty areas.
- Prepares and updates reports pertaining to departmental activities and projects.
- Works in the field on various public works projects as required.
- Conducts inspections of public utilities to assess the need for repair, and ensures that proper standards of installation are met.
- Monitors the inventory of the departmental supplies and equipment, ordering new materials as needed to complete various projects, purchasing tools, approving expenditures by other employees.
- Advises the Mayor, City Manager, City Council, and other persons on engineering measures and on regulatory ordinances which affect public works related developments.
- Coordinates, at the direction of the City Manager, the calling for bids and **awarding** of contracts for consulting engineering and construction.
- Represents the City to a wide variety of community meetings, intergovernmental and other agencies such as the Metropolitan Planning Organization, the Lower Rio Grande Development Council, Texas Department of Transportation, as well as professional, construction, environmental, and civic groups and individuals.
- Maintains and applies current knowledge of engineering and public works laws, regulations, and emergency service standards.
- Attends evening meetings, public meetings, field setting meetings, and other functions as required.
- Manages all new Construction Projects Related, but not limited, to, i.e Public Works, Parks and Recreational Departments and any other subsequent project as directed by the City Manager.
- Maintains construction work schedules, manages construction meetings and recommends modifications to contracts, plans, specifications and estimates prior or during construction.
- Attends Planning and Zoning and other meetings pertaining to new development.

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- Coordinates and Reviews with the Planning Department all new development plans, specifications and estimates. Recommends modification/changes or additional design of any construction submittal to the City Manager, Public Works Department and Planning Department based on engineering review.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Other duties and responsibilities include leadership and/or participation in intergovernmental and City-wide teams and work groups, designated backup duties for the City Manager with respect to representing the City to other municipalities, consultants, contractors, other agencies, and employers.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Computer, Printer, Mouse
- Autocad or Microstation (current versions)
- Microsoft Office
- Camera (digital), Compact disc
- Engineers scale
- HP-650C Design Jet, Computer keyboard
- 2500 Design Jet color Pro CAD printer

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		
Extreme Noise		X		

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IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Both hand manipulation is utilized to grip a series of files and reposition a keyboard to Different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, types reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, calculator from w aist to maximum of shoulder level.
	6-10 lbs	F	Reams of paper, books, boxes from w aist to maximum of shoulder level.
	11-20 lbs	F	Reams of paper, books, boxes from w aist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, boxes from w aist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, boxes from floor to w aist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, calculator from w aist to maximum of shoulder level.
	6-10 lbs	F	Reams of paper, books, boxes from w aist to maximum of shoulder level.
	11-20 lbs	F	Reams of paper, books, boxes from w aist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, boxes from w aist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, boxes from floor to w aist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet draw ers to retrieve and return files and move chair from one w ork station to another.
	6-10 lbs	F	File cabinet draw ers to retrieve and return files and move chair from one w ork station to another.
	11-20 lbs	F	File cabinet draw ers to retrieve and return files and move chair from one w ork station to another.
	21-25 lbs	O	Move boxes of files to clear w ork area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear w ork area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Climb City Hall front steps
BALANCING	C	File folders, boxes, telephone, and papers.
STOOPING (bending at waist)	C	Pickup files, boxes, and structured plans
KNEELING (one or both knees)	O	Pickup files, boxes, and structured plans
CROUCHING (bending at hips/knees)	O	Pickup files, boxes, and structured plans
CRAWLING	N/A	
REACHING	C	Telephones and maps, files
TWISTING/TURNING (rotation)	C	On chair and while driving city vehicle
HANDLING (manipulated objects)	C	Pencils, pens, telephone, cell phone computer mouse, city vehicle, keyboard, and office supplies
FINGERING (finger dexterity)	C	Pencils, pens, telephone, cell phone computer mouse, city vehicle, keyboard, and office supplies
STANDING	C	Construction supervision and measuring distances
WALKING	F	Meetings, construction supervision
GRASPING (whole hand activities)	O	Blue prints, reams of paper, file folders, telephone, books, office equipment, and boxes
N-never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%		

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date