



## CITY ENGINEER

**Job Title:** City Engineer  
**Department:** Engineering  
**Reports to:** City Administrator  
**Status:** Full-Time, benefitted position (non-exempt, hourly)  
**Wage:** \$100,000-\$150,000, DOQ  
**Close Date:** Open until filled  
**Hours:** 40 hours per week

### *Position Summary*

Performs a variety of professional and administrative duties related to planning, organizing, directing and controlling the design, development and construction of city infrastructure including water, pressurized irrigation, streets, storm drain, wastewater, parks and building; reviews and prepares plans, specifications and contracts; reviews new developments for compliance with city code.

### *City Engineer Functions and Duties*

Oversees Engineering Department activities; may direct activities of personnel in carrying out functions; may evaluate employee work performance with assistance of appropriate supervisor; coordinates training and education programs for the Department. Designs city public works, community development and public facilities construction projects, including but not limited to streets, sidewalks, storm water facilities, water, pressurized irrigation and sewer lines; trails and park improvements; performs field measurements and assessments as required for the design and construction of city construction projects; assists with the acquisition of easements and rights-of-way for city construction projects; acts as the floodplain manager for the City; oversees and maintains the GIS system to map utilities and infrastructure; oversees playground safety program; and other related duties.

Prepares bid specifications and provides cost estimates for city construction projects; assists with the administration of construction contracts; performs project management and construction project inspection for selected projects; acts as City Engineer signatory; reviews site plans and requests for services; reads and interprets engineering plans and specifications; meets with developers and contractors; interprets city ordinances and makes recommendations for changes; ensures compliance with all standards and regulations for the engineering functions of the City.

Coordinates engineering-related activities with other city departments and outside agencies; works closely with other departments in carrying out engineering functions for the City; assist in the oversight and management of city projects; provides staff support to other city departments as needed and/or directed.

Assists with the selection and supervision of professional engineer consultants for specialized engineering work and with the administration of professional service contracts.

Assists in annual budget preparation; monitors expenditures in the Engineering Department; determines equipment, personnel and material needs for the Engineering Department; assists with the preparation and implementation of the City's capital improvement plans.

Participates in the long- and short-term planning activities of the City; makes recommendations to the City Administrator regarding engineering issues; makes regular reports to the City Administrator; reviews and prepares technical reports and studies; attends public meetings and provides recommendations and input; prepares presentation materials; represents the City in meetings with the public and other public entities.

Maintains and primarily manages the City's infrastructure improvement programs.

### ***Qualifications***

**Knowledge:** Extensive knowledge of computerized engineering systems and instruments (working knowledge of AutoCAD, Civil 3D; and ArcMap or ArcGIS Pro or equivalent) and related peripheral equipment; software applications and basic programming related to specific engineering software; extensive experience with Word, Excel and PowerPoint; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and work motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management.

**Abilities:** Skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; communicate effectively verbally and in writing; ability to plan, organize, and direct the affairs and operations of the city engineer; engage in a variety of complex public works projects; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; and ability to maintain strict confidentiality related to sensitive administrative information.

**Education and Experience:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Any combination equivalent to experience and education that would likely provide the required knowledge and abilities may qualify. Five (5) years of responsible civil engineering experience in a public works program including two (2) years of management and/or supervisory experience.

### **Licenses, Certificates, or Registrations:**

Must be currently licensed as a professional engineer in the State of Utah; possession of, or ability to obtain, an appropriate valid driver's license.

### **Physical Demands:**

While performing the duties of this position, the incumbent is regularly required to sit, working in an office environment and also in; conduct City outside weather conditions; business in person and by telephone; lift, carry, push, pull or otherwise move objects weighing up to 80 lbs; use tools that require a high degree of dexterity; regularly drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; ability to communicate via radios, phones, emails, and in person.

**Other Requirements:**

The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.

***Application Instructions***

Qualified applicants must sign and submit a completed Alpine City employment application to the Alpine City Human Resources Department. The employment application can be obtained at the Alpine City Hall or online at [www.alpinecity.org](http://www.alpinecity.org). Completed applications may be submitted via email (send to [criley@alpinecity.org](mailto:criley@alpinecity.org)), via mail or at the Alpine City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary. Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered. The position is open until filled. Applicants needing further information regarding the position or needing assistance due to a disability should contact Carolyn Riley ([criley@alpinecity.org](mailto:criley@alpinecity.org)).