



City of Gunnison

Job Description

Job Title:	City Engineer		
Department:	Public Works Department	Division:	Administration
FLSA Status:	Exempt	Position Status:	Full-Time
Date Updated:	8/18/2017	Job Physical Level:	Light

General Purpose:

Assists with planning and design of utility and street and alley infrastructure, related contract administration and field engineering. Provides engineering services for construction of new and maintenance of existing utilities and streets and alleys. Coordinates projects with Community Development Director. Reviews proposed improvements within the City master plan, construction and development. Provides related services to other departments as needed. Works with consultants on required studies.

Essential Duties and Responsibilities:

- Performs professional managerial and technical administrative duties
- Designs safe and economical construction of public works projects, including streets and drainage.
- Oversees preparation of specifications, designs, and requests for proposals for construction or design projects.
- Administers contracts for construction projects.
- Provides counsel to the governing body regarding appropriate and economical construction techniques.
- Acts as the custodian for all maps, plans, plats, profiles, drawings, final estimates, specifications and contracts which relate to public improvements and engineering affairs.
- Affixes signature and professional stamp to all official engineering documents.
- Provides information & cost estimates for master planning, streets, flood control, utilities, etc.
- Coordinates data collection for infrastructure.
- Pursues Federal, State and County funding for water, sewer, drainage and transportation projects.
- Plans and supervises design of Public Works projects; directs staff as to project related surveys and drafting work required for projects; assists survey crew; assists in operating survey equipment including theodolite, distance meter, level, etc.; performs field engineering of projects.
- Oversees the checking of plans and specifications for compliance with municipal

<p>ordinances and policies; oversees and prepares detailed plans and specifications; oversees system design.</p> <p>Provides on-site inspection for proposed developments.</p> <p>Provides site plan review for large commercial or residential developments.</p>	
<p>Other Duties and Responsibilities:</p> <p>Performs related duties as appropriate.</p>	
<p align="center">Job Qualifications</p>	
<p>Required Education and Experience:</p>	<p>Bachelor's Degree in Civil Engineering from an accredited college or university.</p> <p>Two (2) years of experience in Municipal Engineering.</p>
<p>Other Necessary Requirements:</p>	<p>Engineer Intern (EI) status is required, with the ability to achieve a Professional Engineer (PE) status from the State of Colorado within 4-6 years from the date of achieving EI status.</p> <p>P.E. License in the State of Colorado and Five (5) years of experience in Municipal Engineering preferred.</p>
<p>Necessary Knowledge, Skills and Abilities:</p>	<p>Skill in using applicable spreadsheets, word processing, database, and computer aided drafting.</p> <p>Knowledge of common construction techniques.</p> <p>Knowledge of and familiarization with sound engineering practices.</p> <p>Familiarization with construction materials and appropriate uses.</p> <p>Ability to explain compliance of existing codes and standards to customers.</p> <p>English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p>
<p align="center">Working Conditions</p>	
<p>Work Environment:</p>	<p>This position spends the majority of its time in an indoor or protected environment. The incumbent may make occasional trips to construction sites or maintenance projects, and may be occasionally exposed to weather elements and temperatures and automobile travel. Incumbent may be occasionally exposed to risks apparent at construction or maintenance sites.</p>

Physical Activities:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>The employee must occasionally lift and/or move up to 25 pounds.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p> <p>Ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printer, computer, and other auditory tones.</p> <p>Ability to perform physical activities requiring continual walking, sitting, and standing. Ability to occasionally perform physical activities such as climbing, crawling, bending, stooping, and reaching in the performance of office duties.</p>
Tools and Equipment Used:	Personal computer, including word processing, spreadsheets, database and computer aided-design software; standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; phone; mobile radio.
Supervision Received:	
Works under the general supervision of the Director of Public Works.	
Supervision Exercised:	
Generally None. May supervise temporary staff or give assignments and direction to staff in training.	

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of **City Engineer** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date