

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Municipal Engineer</b>
<b>Class Code Number</b>	<b>5100</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>39</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Plans, organizes and directs all engineering projects within the City and Borough; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee engineering design, modification and implementation of capital projects and Engineering Operations. The work is performed under the direct supervision of the Public Works Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employees in the class of Senior Engineer, Project Manager and Engineering Drafting Manager. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. In the absence of the Public Works Director, an employee in this class may temporarily assume full responsibility for duties of that position. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials, outside contractors/consultants and the public. The principal duties of this class are performed in both a general office environment and in various work sites throughout the City and Borough.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs City and Borough capital improvement/construction projects;
- Conducts designs, design reviews and approval, cost estimates, scheduling and construction supervision;
- Coordinates public projects by outside consultants and/or private contractors and suppliers, including holding project oversight for adherence to contract specifications;
- Supervises, trains, evaluates and coordinates the work of the Senior Engineer and capital projects;
- Prepares Requests-for-Proposals for consulting services and related project specifications and bid documents, and participates in the selection process and monitors and evaluates consultant's project performance;
- Oversees Engineering development review, GIS, CAD and capital Engineering projects;
- Performs inspections and issues certifications for Public Works projects;

- Prepares plans and specifications and assembles other data related to capital construction and maintenance projects;
- Reviews subdivision proposals and constructions as they relate to the construction of public facilities;
- Prepares and monitors grants, local assistance programs and budgets to assure all terms, conditions and budget limits are followed;
- Obtains Army Corps and State permits;
- Reviews and modifies City and Borough engineering systems and conducts research on current trends and innovations in civil engineering;
- Provides professional engineering support to other departments;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of standard engineering principles as applied to civil projects;
- Comprehensive knowledge of engineering design, analysis, construction, construction inspection, project engineering, project management and contract administration;
- Comprehensive knowledge of local, State and federal laws, statutes and ordinances, assistance and grant programs for engineering projects;
- Comprehensive knowledge of cartography and related mapping procedures;
- Thorough knowledge of industrial design and architectural practices;
- Ability to use Computer Automated Drafting systems;
- Ability to use engineering, drafting, survey and testing tools;
- Ability to read, design and compose maps;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering; and
- Extensive experience in civil engineering.

**Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;
- Ability to obtain an Alaska Professional Engineering License within one (1) year of employment.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to survey public works structures and review work in progress;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate engineering tools and computer equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites within the City and Borough.

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