

City of Brookland

City Engineer

Job Description

Exempt: NO
Department: Administration Planning and Development
Reports To: Mayor
Location: 613 Holman, Brookland, AR
Date Prepared: January 20, 2022
Date Revised:
Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The City Engineer completes a variety of complex and professional engineering work for water, sewer, street, environmental and other projects. Serves as the City's Stormwater Inspector, who is responsible for working with developers and contractors to ensure compliance with Stormwater regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and maintains a long range and short-term planning and development document for existing and new city development and utility capacities.
2. Works closely with the Street Supervisor and Water/Wastewater Utility Superintendent to provide engineering design services on existing and new projects.
3. Maintains all the City's utility design, Street design, and drainage map drawings.
4. Inspects developments and construction sites for Stormwater controls. Maintains a database of Stormwater permits for construction sites. Sends reports to Stormwater Drainage Commission on construction site.
5. Manages and oversees the engineering plan review process for capital improvements, private land development, and other engineering projects, including reviewing engineering plans and specifications.
6. Oversees construction and inspection processes for public infrastructure, private land development, and right-of-way permitting.
7. Develops and maintains CAD and GIS mapping for city-wide inventory of infrastructure.
8. Enforces floodplain and floodway regulations.
9. As needed, makes public presentations to the City Council, Boards, and Commissions.
10. Acts as the Americans with Disabilities Act (ADA) Facilities Coordinator to evaluate plans for compliance, reviews complaints and resolves ADA compliance issues.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Technical degree required in such disciplines as Computer Engineering, CPA, etc. plus 12 to 18 months related experience a plus but not required.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to verbally explain reasoning disapproval of presented projects to COB Planning Commission. Ability to present documentation that backs up findings, do presentations to top management, public groups, and/or commissions or committees on the findings.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical, or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Arkansas Professional Engineer License and either has or able to obtain a Stormwater Inspection certificate within six months of employment.

SOFTWARE SKILLS REQUIRED

Basic: Autocade Engineering, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work as to meet the city work projects in an efficient and timely manner.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of the COB Street, Utility, Administration, small organizational component, and process of outside resourcing. and the organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects on relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times since the above-mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by Mayor, elected official.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those people contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk, or hear; frequently required to stand, use hands to finger, handle, or feel; and occasionally required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.