



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: **City Engineer**

Employment Status: Full-time
FLSA Status: Exempt

Dept. /Div: StCM/Water/WW
Reports To: Director of Public Works

GENERAL STATEMENT:

Under general supervision by the Director of Public Works, performs and oversees professional field and office civil, structural and transportation engineering work related to the planning, design, construction and maintenance of City projects and programs in the areas of development, traffic operations and safety, capital improvement, ground water, domestic water, storm water, waste water and building structural plan checking, including managing complex engineering projects and programs; providing professional assistance and technical advice to City officials; coordinating projects with contractors, other departments and other agencies; administering professional services and construction contracts; evaluating requests for changes or additional work; and performs related work as required.

ESSENTIAL FUNCTIONS:

- Prepare engineering designs, specifications, costs and quantity estimates of public work projects; obtain required easements or permits for: streets, water and sewer system construction, water, storm water and wastewater treatment facilities, and utility structures.
- Review engineering plans for both city and private projects through the site development process; reviews plats and zoning change requests; develop and maintain utility and public works capital improvement plans; review traffic problems and engineer solutions. Manage drainage and flood plain issues.
- Provides engineering support to development review process, including support during hearings, pre-application conferences and planning commission meetings.
- Prepare requests for proposals and bids. Review contract bids and proposals; assist in the coordination and review of consultants' design work.
- Review and check adequacy and accuracy of computations, preliminary layout and design work from the field and survey data.

- Act as a project engineer; research applicable codes, regulations and requirements for assigned project; develop engineering plans and compile preliminary layout of plans; write specifications for plans; coordinate required advertising for bids; perform construction management; advise contractor(s) and construction inspectors during actual construction.
- Review developer plans and specifications within scope of knowledge for the appropriate design of public works projects and compliance with City's standards.

Community Relations

- Provides customers with information over the telephone and in person; responds to and resolves citizens' complaints concerning programs, activities, and Public Works departments.
- Attends staff, committee, and Council meetings, participating as warranted.
- Assists and participates in the resolution of conflicts.
- Maintains desired working relationship with Director of Public Works and City Manager.
- Works cooperatively with community groups.
- Provides support to all city department programs and/or activities as needed.
- Maintains a professional working relationship with other Federal, State, and local governmental agencies.
- Reviews all departmental programs and policies to ensure that desired service levels are provided to the citizens of Kyle and non-citizens within the City of Kyle.

OTHER DUTIES AND RESPONSIBILITIES:

- Work with other City departments, divisions and outside agencies, negotiate and resolve significant and controversial issues.
- Conduct a variety of organization studies, investigations, and operational studies; recommend modifications to Department programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
- Oversee maintenance of map records for the City's infrastructure. Develop and manage a computerized mapping and geographic information system for City infrastructure.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of civil and structural engineering.
- Pertinent federal, State and local laws, codes and regulations including civil engineering laws and regulations.
- Principles and practices of street, water, storm water and wastewater treatment facilities.
- Principles and practices of pavement management and design.
- Terminology, methods, practices and techniques used in technical civil engineering report and project estimate preparation.
- Recent developments, current literature, and sources of information regarding civil engineering.
- Principles and practices of project and construction management.
- Modern offices procedures, methods, and computer equipment.

Ability to:

- Resolve regulatory, public relations and system design questions.
- Manage engineering projects.
- Ensure project compliance with appropriate federal, state and local rules, laws and regulations.
- Monitor phases of construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and develop appropriate recommendations.
- Perform technical research and solve multi-disciplinary engineering problems.
- Ability to take initiative, think creatively and work independently.
- Develop, review and modify civil or structural engineering plans, designs, and specifications.
- Exercise professional engineering judgment to achieve results consistent with objectives.

- Prepare clear, concise and accurate reports and presentations.

- Work weekends and evenings as necessary.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIRMENTS:

Four years of increasingly responsible civil/municipal engineering experience including one year of administrative and supervisory responsibility. Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Possession of an active certificate of registration as a Professional Engineer, with specialization in the field of civil engineering, issued by the Texas Board of Registration of Professional Engineers; or possession of similar registration issued by another state, with the condition that the successful applicant obtain an active certificate of registration as a Professional Engineer, with specialization in the field of civil engineering, issued by the Texas Board of Registration for Professional Engineers within six months of employment as a condition of continued employment. Must possess or be able to obtain a valid Texas Driver's License and be eligible for coverage under the City of Kyle vehicle insurance provider. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

PHYSICAL REQUIRMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics 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.

Working Environment and Physical Demands

Work is performed while driving or walking in varying weather conditions. Employee risks physical hazard from mechanical equipment, exposure to hazardous materials common to construction sites. Must be able to perform manual labor, including, but not limited to, bending, stooping, twisting, pulling, working in confined spaces, lifting at least 50 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.