



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Public Works Development Engineer

Department: Public Works

Reports to: Public Works Director

Pay Grade: H16

Date Established: 3/2014

Date Revised: 8/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Public Works Development Engineer oversees employees and operations to ensure development and capital improvements in the City are in compliance with the City's master development plan and that all projects are in compliance with City codes and ordinances as well as applicable state and federal statutes and regulations.

The job is a senior level engineer position requiring a professional engineering license and certification by the State of Idaho. The job directly supervises employees. In the absence of the City Engineer, the individual in this position will perform the duties of the City Engineer, including duties of Floodplain Administrator. This position assists with the hiring, evaluating and disciplining of employees. The job requires comprehensive knowledge of City, state, federal and all applicable development and building codes, statutes, and regulations.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and some field work. The field environment may include exposure to adverse weather conditions, traffic, and construction equipment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Oversees the employees and survey and engineering operations to ensure all public and private development and capital improvement projects in the City are in compliance with the City's master development plan and City Ordinances.

Ensures that all public and private projects meet applicable engineering standards and comply with City codes and ordinances as well as applicable state and federal statutes and regulations.

Works cooperatively with the public and other City departments on existing and new infrastructure and capital projects.

Assists with the hiring, training, scheduling, and evaluation of employees. Plans and supervises design of Public Works projects; directs staff as to project related surveys and drafting work required for projects; and assists survey crew.

Assists in the creation and implementation of the Engineering Department's annual budget, including monitoring spending to ensure compliance.

Coordinates subdivision reviews, prepares reports, comments, and recommendations, and drafts development agreements. Monitors projects progress through completion ensuring compliance with all City, state, and federal codes and regulations.

Reports to Mayor and City Council, Planning and Zoning Commission, and other bodies on proposed and ongoing public and private development and infrastructure projects including, but not limited to, project impacts, cost, progress, and completion.

Coordinates with other City departments on long range planning and infrastructure development including, but not limited to, transit, streets, drinking water, sanitary sewer, storm water, police, and fire.

Designs, prepares bid specifications, and monitors bidding process on City public works projects. Reviews and certifies bidder qualifications. Serves as project manager, performing inspections to ensure project meets specifications and is within budget.

Represents the City by serving as liaison or representative to local and regional development and regulatory boards, agencies, committees, and interest groups.

Serves as technical resource on development, engineering, and code issues for the public, public and private agencies, developers, contractors, and other interested and affected parties. Provides information and resources, answers inquiries, and ensures City data, archives, and resources are current and available.

Calculates annexation fees for water. Provides will serve letters for water and sewer service to regulatory agencies.

Assists in building and environmental code enforcement.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City, state, federal, and other applicable development codes, ordinances, and statutes;
- Project and infrastructure design, bidding, and construction management methods, techniques, and objectives;
- Employee hiring, supervision, evaluation techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Methods, techniques, and objectives of reviewing and analyzing residential, commercial, industrial, and subdivision plans, engineering diagrams and specifications, and plats for accuracy and compliance with City, state, and federal codes;
- Methods and techniques of land surveying and grade determination;
- GIS and other data collection and computer mapping and modeling systems;
- The City's utility infrastructure systems;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Ensure that all public and private projects meet applicable engineering standards and comply with City codes and ordinances as well as applicable state and federal statutes and regulations;
- Work cooperatively with the public and other City departments on existing and new infrastructure and capital projects;
- Coordinate subdivision reviews, prepare reports, comments, and recommendations, and draft development agreements. Monitor project's progress through completion ensuring compliance with all City, state, and federal codes and regulations;

- Report to Mayor and City Council, Planning and Zoning Commission, and other bodies on proposed and ongoing public and private development and infrastructure projects including, but not limited to, project impacts, cost, progress, and completion;
- Coordinate with other City departments on long range planning and infrastructure development including, but not limited to, transit, streets, drinking water, sanitary sewer, storm water, police, and fire;
- Design, prepare bid specifications, and monitor bidding process on City public works projects. Review and certify bidder qualifications. Serve as project manager, performing inspections to ensure project meets specifications and is within budget;
- Represent the City by serving as liaison or representative to local and regional development and regulatory boards, agencies, committees, and interest groups;
- Serve as technical resource on development, engineering, and code issues for the public, public and private agencies, developers, contractors, and other interested and affected parties. Provide information and resources, answers inquiries, and ensures City data, archives, and resources are current and available;
- Calculate annexation fees for water. Provide will serve letters for water and sewer service to regulatory agencies;
- Assist in building and environmental code enforcement;
- Operate a motor vehicle;
- Operate standard office equipment and a personal computer;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in engineering;
- State of Idaho professional engineering license;
- Five (5) years' experience in civil engineering is required;
- Idaho driver's license.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.