



Job Description	Grade	16
Department: Administration	Step	5-10
Job Title: City Engineer	Date	01-02-2019
Exempt Y/N: Yes	Revised Date	01-02-2019
Supervisor: Chief Operations Officer	Shift	8 AM – 5 PM

SUMMARY:

Serves as the City Engineer for City of Tupelo. Plans, directs, supervises, and reviews the activities of the engineering division; provides professional and technical staff assistance to other city departments on capital projects and infrastructure issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned.)

- Determines scope of engineering projects, reviews plans of private contractors, makes technical engineering decision, and establishes technical criteria and standards.
- Reviews and signs engineering drawings. Reviews and approves technical drawings and reports.
- Attends and participates in meetings and conferences with City offices, boards and commissions, council, department administrators, public officials, professional organizations, contractors, county, regional, and state regulatory agencies regarding matters related to areas of assigned responsibilities.
- Reviews private project development plans for compliance with plans, codes, regulations, and standards.
- Assists other departments in planning of capital projects; develops or coordinates the preparation of engineering plans and specifications, directs required advertisement for bids, reviews construction bids and makes necessary recommendations. Serves as project manager on designated capital projects.
- Serves as Project Manager for Major Thoroughfare
- Provides technical information and assistance on engineering questions, policies, and projects to public and other city departments.
- Prepares reports, studies, and cost estimates as requested.
- Develops and reviews standards for the design and construction of public improvements by private developers; directs the review and approval of plans for such improvements, and their inspection and acceptance.
- Directs the development and maintenance of information systems related to engineering functions, including computer aided drafting, hard copy maps, geographic information systems, and departmental computer systems.



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- Represents the City of Tupelo in joint engineering projects with other agencies; provides liaison with land developers, contractors, and private sector engineers and architects.
- Administers the City of Tupelo flood insurance and flood management program.
- Helps establish operating budget and responsible for bill payment from the Division

SUPERVISORY RESPONSIBILITIES:

Supervises the city engineer division for the City of Tupelo.

QUALIFICATION REQUIREMENTS:

Each essential duty must be satisfactorily performed. Reasonable accommodation, which does not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalency required
- Bachelor’s Degree in Civil Engineering or related degree required.
- Three to five years of management experience in engineering or a related field; or equivalent combination of education and experience.
- Supervisory experience is preferred

COMMUNICATION SKILLS:

- Ability to establish and maintain effective working relationships with diverse groups, to communicate the goals of the city and the department, and to understand the concerns of citizens and other agencies is essential.
- Oral communication skills should include speaking before groups, leading team discussions, interviewing, making presentations, and responding to inquiries from the public.
- Writing skills should include the ability to draft project narratives, reports, and letters.
- Computer literacy with basic word processing programs is required.



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LANGUAGE SKILLS:

- Requires the ability to read a variety of information such as engineering and architectural drawings, contracts, civil engineering texts, computer software manuals, technical specifications, city codes, policies and procedures.
- Requires the ability to communicate clearly by speaking and writing, including the ability to explain complex technical issues to members of the general public.

REASONING ABILITY:

- Thorough knowledge of the theory, principles and practice of civil engineering as applied to the development and construction of public works projects.
- Ability to perform difficult engineering computations and make comprehensive recommendations on engineering problems. Ability to prepare engineering plans and specifications and develop cost estimates; supervise the preparation of engineering records and prepare comprehensive technical reports; make effective presentations.
- Ability to use civil engineering instruments and equipment, including computers and computer aided design, GIS programs and modern surveying equipment. Ability to understand and operate complex computer programs with limited supervision, and to effectively integrate them into the ongoing functions of the department and city government.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

- Must have, or be able to obtain within 12 months, registration as Professional Engineer in the State of Mississippi.
- Must possess a valid Mississippi Driver's License and a Social Security number.
- Non U.S. citizens must have appropriate Immigration documents.
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PHYSICAL DEMANDS:

The following physical demands are representative of those that the employee must meet to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, and stand. Employee will be occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Employee must be able to occasionally lift up to thirty (30) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works inside in a typical office, but will also be required to perform duties outdoors while conducting official business and commuting between offices. Site visits in all weather conditions and in construction areas where safety hazards exist will be required. The indoor noise level is moderate. The employee may experience eye fatigue.

IMPORTANT:

The position description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by the director of Development Services.

The Department of Development Services reserves the right to revise or change job duties as needs arise. The position description does not constitute a written or implied contract of employment and creates no contractual obligations of the City of Tupelo.



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DISCLAIMER;

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others; the above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. The job description is not an employment agreement and/or expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

To comply with the Americans Disability Act (ADA), the City may make reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential job functions.

This is an accurate description of the essential functions of my position.

EMPLOYEE _____ **DATE** _____

APPROVALS:

CHIEF OPERATIONS OFFICER _____ **DATE** _____