



JOB DESCRIPTION

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| JOB TITLE: | City Engineer | STATUS: | Full-Time |
| DEPARTMENT: | Community Development | FLSA: | Exempt |
| SUPERVISOR: | Director of Community Development | DOT CLASS: | Non-DOT |

GENERAL SUMMARY

Under general direction, manage and direct the Engineering Division of Community Development. Serve as lead for all support in utilities, subdivision plats, and review of survey and site plans. Provide support to Public Works with implementation of the City's Capital Improvement Program. Perform job duties in a way that promote a positive image of the city organization, demonstrate effective interpersonal skills, and deliver exemplary customer service.

SUPERVISION

General supervision is provided by the Director of Community Development. Directly supervises the Assistant City Engineer.

DUTIES AND RESPONSIBILITIES

The statements below are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The position description is subject to change by the City as the needs of the City and requirements of the position change.

- Provide technical support to the City's Capital Improvement Plan (CIP).
- Assist with implementation of the projects planned for the current fiscal year.
- Manage City minimum design and construction standards, including details and specifications.
- Assist with professional services scopes of work and contracts for capital infrastructure development.
- Assist with the property acquisition process associated with Capital improvement projects.
- Manage and review engineering plans, specifications, cost estimates, inspections, contract documents and similar materials for projects and activities.
- Manage/coordinate projects with Federal, State, County and/or local agencies.
- Manage field investigations to assure compliance with design standards, codes and/or technical specifications.
- Attend City Council, Planning & Zoning Commission, Capital Improvement Program Advisory Committee, and other public meetings as needed and provide guidance/recommendations on issues of concerns or conflicts, the CIP, and development related issues.

- Provide guidance to property owners, developers, real estate agents, brokers, and others on the steps required to develop in Tomball on a site-specific basis.
- Manage/develop developer agreements.
- Review maps, plans and specifications for compliance with City engineering and legal standards.
- Coordinate reviews with City Planner, Building Official and Fire Marshal to ensure providing a comprehensive set of comments to the applicant.
- Oversee management of City of Tomball Platting Process.
- Provide assistance to the public on a variety of subjects such as the location of City facilities, topographical maps, availability of services, and City design requirements.
- Floodplain Management
- Coordinate with Public Works, Utility, Permits and Inspections, Fire Marshal and Finance Departments.
- Other duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of generally accepted principles and practices of engineering as it relates to construction of public infrastructure and private site construction.
- Knowledge and ability to interpret ordinances, laws, and regulations.
- Knowledge of modeling programs for water, sewer, storm and hydrology/hydraulic design.
- The ability to read, interpret, and evaluate construction drawings, contract documents, technical specifications, title reports, easement and right-of-way documents, technical reports, for compliance with City ordinances and design regulations.
- The ability to clearly and effectively communicate (orally or in writing) with co-workers within the department, other City departments, City Management, Commissions and Council, engineers, surveyors, contractors, developers, land owners, and citizens.
- The ability to effectively manage a wide variety of projects, tasks and responsibilities; ensuring an excellent quality of work as well as tending to all tasks in a timely manner.
- Proficiency in the use of Microsoft programs (Excel, Word, Project, Outlook, PowerPoint).

PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Bachelor of Science Degree in Civil Engineering or related field.
- Must be registered as a Professional Engineer in Texas.
- Certified Floodplain Manager (CFM) certification is preferred
- Five years of professional engineering experience, and five years of project management and supervisory experience.
- Current and valid Texas Driver's License with driving record that meets City guidelines required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Office environment; works closely with other City employees and with the public.

Physical

Essential and other important responsibilities and duties include maintaining the physical condition necessary for sitting and standing for prolonged periods of time, moderate lifting and carrying of up to 30 pounds, finger and manual dexterity; good vision for close and far distance, have ability to hear with no difficulty and be able to speak clearly and be understood. Maintain mental capacity that permits making sound decisions and good judgement.

This position is considered Essential Personnel and is required to respond to natural and man-made disasters, unless released by Department Director.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and fully understand my duties and responsibilities related to my employment with the City of Tomball. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature/Approval

Employee

Date

Human Resources

Date