

CITY ENGINEER**SUMMARY:**

Under general direction, plans, manages, and directs the operations and services of the Engineering Services Division; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Provides administrative direction and supervises professional, support, and bargaining unit employees. Assigns, schedules, guides and monitors work. Appraises employee performance and reviews subordinate supervisors' appraisals. Counsels, motivate, and maintain harmony. Identifies and resolves staff differences, conflicts and deficiencies; implements annual staff development plans. Interviews applicants and recommends hiring, discipline, termination, or other employee status changes. Enforces personnel rules and regulations and work behavior standards.
2. Plans, designs, coordinates and manages capital improvement projects including buildings, infrastructure and roads.
3. Develops and shapes an appropriate organization structure to support current and future department objectives.
4. Integrates and evaluates the work of the department's divisions.
5. Participates in the development of and oversees capital improvement budgets. Discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
6. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of duties, completes performance evaluations, handles discipline issues.
7. Provides administrative and technical direction to Engineering Department staff.
8. Oversees engineering plan review for Construction Services and the Building Official.
9. Sets and ensures compliance of all City construction practices and standards on construction projects within the public right-of-way are adhered to and any construction relating to City owned utilities.
10. Proposes and monitors staffing requirements and the hiring and training of qualified personnel.
11. Reviews the work of consultants and ensures timely completion of projects within the established budget. Reviews and approves project change orders.
12. Attends and participates in community meetings to provide information on projects, respond to questions, or to resolve sensitive issues and complaints.
13. Oversees and participates in the development of the Department's budget. Discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
14. Conducts financial, organizational and operational service delivery studies. Prepare reports of findings and recommends methods for improving operational effectiveness.
15. Prepares project status reports, financial reports, and budget reports to keep management informed on department operations and City funded projects.
16. Prepares responses to citizen, business, or contractor complaints regarding Department services or proposed and current projects.
17. Serves on various committees and boards to provide technical expertise and advice related to engineering, project design and construction.
18. Supports all City departments with engineering design solutions as necessary.
19. Provides cost estimates to staff, citizens and elected officials as request.
20. Coordinates and manages relations between the City and outside agencies.
21. Stays current on issues relative to street lighting, streets, sidewalks, solid waste collections, residential automated service, commercial collections, yard trash, bulk and white goods, and other issues relative to the department's service delivery responsibilities.
22. Supports City Public Works functions as directed.

CITY ENGINEER**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of APWA accreditation procedures.
- Knowledge of civil engineering associated with transportation, roadways, buildings/facilities, water, sewer, stormwater, and municipal infrastructure.
- Comprehensive knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal public works operations.
- Comprehensive knowledge of public administration principles and practices, including budgeting, fiscal administration, management and long-range planning policies, practices and procedures.
- Comprehensive knowledge of civil engineering principles and practices.
- Skilled at planning, reviewing, and implementing a variety of public works oriented engineering projects.
- Skilled in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Skilled in researching, evaluating, and using new methods and techniques for operational improvements.
- Skilled in interpreting oral, written, technical information and data dealing with complex variables to identify, analyze and solve management problems of considerable difficulty.
- Skilled in using supervisory techniques, and pertinent federal, state and local human resource management rules including the collective bargaining agreements.
- Skilled in planning, organizing, assigning and coordinating the activities of professional, technical and hourly staff.
- Skilled in dealing constructively with conflict and responding with tact, composure and courtesy when dealing with individuals who may be experiencing significant stress.
- Skilled in applying appropriate public relations techniques as situations warrant and in forming cooperative relationships with others who do not have a direct reporting relationship.
- Skilled in establishing and maintaining effective working relationships with officials, department directors, regulatory agencies, employees and the general public.
- Skilled in expressing ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to sit, talk or hear, stand, walk, reach with hands and arms and lift light items (up to 10 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Civil Engineering and minimum of seven (7) years related experience as a Civil Engineer with responsibility for managing construction projects related to underground infrastructures, road construction, traffic and roadway lighting, and one (1) year supervisory experience, or any equivalent combination of training and experience. The position requires registration as a Professional Engineer (P.E.) by the State of Florida.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

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