



## City of Rifle, Colorado JOB DESCRIPTION

<b>JOB TITLE:</b>	Civil Engineer	<b>FLSA Status:</b>	Exempt
<b>DEPARTMENT:</b>	Public Works		
<b>DIVISION:</b>	Public Works		Essential Personnel

### **Job Summary:**

Serves as project engineer and/or manager on Capital Improvement Projects including water, sewage, street, development, and drainage projects. Reviews development proposals. Assists in development of Public Works policy and procedures.

### **Essential Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.*

- Capital Improvement Projects (CIP): Reviews and approves the budget design, costs, change orders, and schedules related to Capital Projects, manages and directs CIP Construction, and coordinates CIP's internally with other departments and externally with other governmental agencies and special districts.
- Requests Proposals or Bids up to \$5,000,000 value: Develops and reviews Requests for Proposals (RFP's) for consultants, contractors, and vendors and solicits proposals and bids, reviews bid proposals, and prepares recommendations for management and council approval.
- Construction Management: Reviews and mediates construction disputes, reviews/recommends new specifications, meets with developers and developer representatives regarding projects in the community, coordinates projects, and oversees quality control and assurance.
- Public Works Administration: Reviews Rights-of-Way descriptions, attends/conducts public meetings, reviews infrastructure problems and solutions, coordinates major maintenance projects, and approves development plans with respect to engineering.
- Public Works Operating Processes and Procedures: Reviews and suggests pavement management systems, establishes records management systems for public works construction and maintenance projects, and establishes/maintains the Public Works manual for the department.
- Safety Program: assists in managing risk and safety issues

### **Other Duties and Responsibilities:**

- Attends City Council meetings as requested.
- May represent the City in various capacities on panels, committees, task forces and relevant forums.
- Performs other related duties and special projects as assigned.

## **Experience and Training:**

**Minimum Education:** Bachelor's degree in civil engineering.

**Job Requirements:** E.I. Certification (minimum) preferred. Valid Colorado Driver's License with acceptable MVR. Ability to pass a background check with results that are acceptable to the City of Rifle.

**Special Training or Experience:** design, review, and/or management of capital improvement and maintenance projects associated with public infrastructure and public construction; administration and management experience with MS4 storm water compliance.

**Work Experience in Positions Similar or Related to This Job:** Requires minimum of 3 years of municipal engineering experience with demonstrated project management complexity.

## **Knowledge, Skills, and Abilities:**

- Knowledge of the principles, practices and operating requirements of capital and maintenance projects, subdivision construction, and engineering, including management requirements such as regulatory compliance and reporting, budgeting and financial, and project management.
- In-depth understanding of State and Federal regulations concerning operations, construction practices and management of public infrastructure.
- Knowledge of and the ability to use computer technology, including management/budget, engineering design, and project management software applications, to include AutoCad Civil 3D.
- Skills and ability to read and interpret engineering plans and specifications, and ability to apply those interpretations to construction requirements as well as design and development plans. Knowledge and understanding of land survey methods and procedures and principles of its utilization.
- Ability to develop effective teams and working relationships with employees, other department supervisors, elected officials, and the general public.
- Knowledge and application of safety procedures.
- Skills in coordinating the work to be performed and providing performance feedback.

## **Reporting Relationships:**

**This Position Reports to:** Reports Directly to the Public Works Director

**This Position has Supervisory and/or Management Responsibility for:** City Construction Inspector and will have oversight responsibility for project teams involved in CIP and other public works projects.

## **Equipment Used:**

Standard office equipment including computer, printer, copier, telephone, two-way radio, cell phone, pager, and other instruments and tools associated with this particular job discipline.

## **Physical Requirements:**

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

- Ability to conduct activities involving walking 25% of the time, standing 25% of the time, and sitting 50% of the time.

- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a frequent basis.
- Ability to lift and carry up to 25 lbs., push or pull up to 25 lbs, occasionally move up to 50 lbs.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of a zone and document the results.
- Ability to operate vehicles.

**Environmental Requirements:**

Approximately 50% of this position’s duties are performed in the external environment, with 50% performed in an internal environment. The incumbent may be exposed to adverse weather conditions, odors, dust, mists and gases daily, and occasionally exposed to toxic and caustic chemicals.

**Other Requirements:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read, comprehend, and compose written information and instructions.
- Ability to translate communication methods into various levels of effective verbal and written material.
- Ability to use mathematical reasoning to carry out operational responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.

**COMMENTS:**

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Employee’s Signature

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Date

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Supervisor’s Signature

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Date