

Job Title: DIRECTOR OF ENGINEERING

Department: ENGINEERING

Position Code: ENG01

Reports to: CITY MANAGER OR HIS DESIGNEE

Rate of pay - **\$60,000 - \$70,000 DOQ** Eligible for COLA; May be eligible for 2.5% increase upon successful completion of probation. May be eligible for 2.5% increase upon successful completion of 1 year service

FULL-TIME

FLSA designation – EXEMPT

BENEFITS INCLUDE: health, vision, dental, life, PTO, cafeteria plans, pension, holiday pay

**CLOSES: 10/15/2021**

## **DESCRIPTION OF WORK**

Under the administrative direction of the City Manager, is responsible for planning, organizing, staffing and directing the activities of several divisions of the City, including streets, sanitation, building code enforcement, and the design and construction of special projects of the City.

## **DUTIES-EXAMPLES OF WORK**

*ESSENTIAL DUTIES ARE:* Directs and supervises technical engineering and subordinate supervisors in the operation of public works, engineering, and code enforcement; develops programs, and administers long and short range goals for construction and maintenance functions of streets, grounds, sanitation (including the landfill), and other special construction projects; prepares and administers annual budgets for these divisions; prepares and submits annual street financial maintenance and inventory reports to the City Manager; prepares short and long term Street Improvement Program; prepares cost estimates, proposals and advice on Public Works Department projects to the City Manager and other departments; meets with contractors, other local and state agencies and the public; directs preparation of plans and specifications and construction of public works improvements including curbs, streets, gutters, drainage facilities, water and sewer facilities, building improvements and related appurtenances; reviews plans and building permit applications for conformance with building code, zoning and subdivision regulations; supervises the preparation of maintenance records for the Public Works Department; initiates applications for federal and state funding; prepares grant applications and administers funds; assigns, schedules, supervises and evaluates performance of departmental employees; provides information to the public; monitors safety practices; conducts training.

*OTHER DUTIES INCLUDE:* Performs other duties as assigned.

## **QUALIFICATIONS**

Thorough knowledge of modern public works operations and methods.  
Thorough knowledge of the design, construction and maintenance of public works and utilities facilities.

Working knowledge of programs and operation of computers.

Ability to project future needs for long range planning and budgeting.

Ability to administer personnel policies and to provide maximum utilization of and productivity from employees.

Ability to organize, coordinate, communicate and supervise the work of others.

Ability to perform moderate physical work and to lift and carry up to 50 pounds.

Ability to stand, climb, twist, reach, ride, walk, sit, bend, crawl, push, pull and perform a variety of similar body movements.

Possesses hand/eye/foot coordination adequate to use office equipment including a computer and to operate a vehicle.

Ability to talk and hear in person, by telephone and two-way radio.

Ability to host and participate in virtual meetings

Ability to see and read instructions, review plans and blue prints, inspect physical projects and improvements, review specifications, and operate office and engineering equipment.

Ability to establish and maintain effective working relationships with coworkers, supervisors, officials and the public.

Ability to supervise up to 30 employees.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a Bachelor Degree in Civil Engineering or related field, and four years of progressively responsible experience in an engineering or public works operation, including two years in a responsible supervisory capacity.

## **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

La Junta/revised 9/2021