

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

<b>City Engineer (Engineering Director)</b>
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Department:	Community Development
Pay Grade:	517
FLSA Status:	Exempt
Job Code:	C701

### **JOB SUMMARY**

The role of the City Engineer is crucial in our organization. It involves performing professional tasks at the managerial level by serving as the Engineering Director and overseeing the development services functions of the Engineering Division as provided by city ordinance. The manager is responsible for managing the administration and enforcement of City, County, State, and Federal codes and regulations, establishing, updating, maintaining, and implementing procedures for permit application intake, plan review, permit issuance, inspections, and closeout for land development and tree removal projects in the City. The manager also anticipates surges in workload and maps needs for additional labor and/or other resources, and supports adopted Transportation, Public Works, and Economic Development goals for strategic infrastructure planning and projects.

### **ESSENTIAL JOB FUNCTIONS**

- Serves as the Engineering Director for the department.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations for transfers, promotions, and salary administration issues, new hires, disciplinary action, and employee discharge procedures.
- Manages and guides the plan review, permitting, and inspection function of land development services of the Engineering Division; establishes policies and directs staff on the generation of procedures governing the plans review, permit issuance, and inspection process; renders interpretation of codes; directs and performs land development inspections.

- Manages implementing and enforcing applicable City, State, and Federal ordinances and laws related to land disturbance and erosion control, tree removal, stormwater, stream buffers, and floodplains.
- Develops, reviews, and manages assigned budgets; monitors spending to ensure compliance with established rules and requirements; reviews various accounting documents to evaluate the budget status.
- Represent the division and the department in various administrative and professional situations; prepare and provide professional recommendations; serve as the department representative when providing recommendations to outside groups.
- Performs administrative tasks for the division and department; receives, reviews, and provides input regarding rezoning applications; approves final plans for conformance with construction standards and requirements of the Unified Development Code (UDC); performs interpretation and implementation of UDC ordinances when the Engineering Director has primary review authority; reviews existing ordinances, including the Standard Construction Specifications, and prepares recommendations for updates; approves development permits.
- Attends various meetings, including but not limited to Mayor and Council, Planning Commission, Historic Preservation Commission, Design Review Board, and Board of Zoning Appeals, to provide information and recommendations and gather information; attends pre-application review meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.
- Performs technical tasks to support a variety of department functions; conducts site reviews to ensure compliance with approved design plans.
- Oversees the filing of all required county and state engineering reports.
- Interacts and communicates with various groups and individuals to provide information and assistance and gather information; receives and resolves complaints; works with engineers and developers on on-site design and building-related issues as well as managing the flood plain ordinance and related mapping; liaisons with other City Departments to ensure timely review of development plans by other City Departments.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, including using word processing, spreadsheet, database, and other system software utilized by the department.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in Civil Engineering or a closely related field; six (6) years of experience in engineering design and management; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Possess and maintain a valid Georgia Driver's License and a satisfactory motor vehicle record (MVR).
- Active Professional Engineer License in the State of Georgia is required.

- Georgia Soil and Water Conservation Commission (GSWCC) Level 2 Design is required.
- Certification as a Certified Floodplain Manager (CFM) is preferred but not required.

**Special Requirements:**

- NONE

**Knowledge, Skills, and Abilities:**

- Knowledge of professional engineering and construction theories, principles, practices, and materials; City, County, State, and Federal codes, ordinances, and regulations pertaining to land development and erosion control; GIS and drafting principles and practices; and management and budgeting principles and practices.
- Ability to read and interpret engineering/design and specifications, site and construction specifications, maps, and plats.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. This includes exercising discretion in determining actual or probable consequences and referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; perform mathematical operations with fractions; compute discount, interest, and ratios; and calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to use facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable.

**PHYSICAL DEMANDS**

The work primarily involves sedentary to light physical effort. This includes the ability to exert light physical effort, which may involve some lifting, carrying, pushing, and pulling of objects and materials weighing between 5 and 10 pounds. Tasks may involve extended periods at a keyboard or workstation. Additionally, tasks require the ability to perceive and discriminate colors, sounds, odors, depth, texture, and visual cues or signals. Some tasks also necessitate the ability to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright or dim lights, and interactions with rude or irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*