

CITY ENGINEER

CITY OF MILFORD CITY ENGINEER

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

GENERAL RESPONSIBILITIES

Responsible for the planning, design, and construction of a variety of engineering projects for the City, along with the supervision of the City's water and waste water operations.

The City Engineer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The City Engineer shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

This job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

ESSENTIAL DUTIES

- Operate water and wastewater systems to comply with state and federal regulations.
- Monitor SCADA system.
- Conduct inspection of water and wastewater facilities.
- Prepares annual budget.
- Conduct employee evaluations
- Conducts plan review and approval of all new building sites and developments.
- Conducts plan review and contract administration of capital improvements projects being designed by consultants or in-house.
- Designs and inspects construction of smaller Capital Improvement Projects.
- Maintains plans and specifications for all of the City's water, sewer, storm drainage facilities, streets, and buildings.
- Assists in the preparation of the Capital Improvement Plan for the Department.
- Performs studies and prepares information for the implementation of new programs and projects.
- Develops standards and specifications for construction to be accepted by the City.
- Gives technical engineering advice to the heads of various City departments and the City Manager
- Responds to and resolves the most difficult and sensitive citizen inquires and complaints.
- Attends assigned meetings and training; interacts with outside agencies and commissions as needed
- Responds to buried utility line strikes to assist staff with connective measures and documentation.
- Conduct utility coordination meeting for City Staff.
- Conduct construction progress meetings for subdivisions.
- Meets with the public in small and large groups to discuss City public works policies, practices, and problems.
- Track bonds and other approval status for projects
- Performs related work as required.

CITY ENGINEER

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of engineering practices as applied to the functions of the Department and practices of civil engineering as applied to the development and construction of public works projects and municipal operations; knowledge of water and wastewater pumps and systems; knowledge of SCADA monitoring systems; ability to plan, lay out and direct the work of subordinates; ability to plan projects and prepare related designs, estimates and specifications; ability to make comprehensive recommendations for engineering problems; ability to maintain effective working relationships with others; comprehensive knowledge of preparation and management of operating and capital projects budgets; ability to exercise fiscal responsibility; Delaware water operator license with appropriate endorsements; approved water sampling tester certification.

EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering. Delaware licensed professional Engineer within six (6) months of hire. Three to five years experience in professional engineering. NIMS (National Incident Management System) ICS-100, FEMA IS-700, ICS-200, FEMA IS-800 and ICS-300 Training.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

SPECIAL REQUIREMENTS

Possession and retention of a valid Delaware vehicle operator's license. Delaware Water Operator License within twelve (12) months of hire. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Good driving record required to retain position. All motor vehicle violations will be reported to supervisor immediately. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy. Be available for after-hour emergency calls. Attend evening and weekend meetings when needed or required.

FLSA STATUS

Exempt

PAY GRADE

15

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The City of Milford assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.