



TITLE: Assistant City Engineer – Capital Improvements

PG: GY-S

DEPARTMENT: Engineering

REPORTS TO: City Engineer

REVISION DATE: JULY 2022

PURPOSE OF POSITION:

The purpose of this position is to plan, direct, manage, and oversee the activities, projects, and operations of the Engineering Department under the direction and supervision of the City Engineer. This position performs professional work in the design, construction, inspection, and maintenance of the City's transportation and stormwater facilities while assisting the City Engineer in complex administrative support to the City Council. This position is focused on capital improvements and other Public Works support as they relate to Engineering for the City of Gallatin.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as the City Engineer in his/her absence.
2. Directs the work of and manages all assigned personnel, while providing professional and technical guidance to Department Staff.
3. Interviews and selects new employees; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; evaluates performance and recommends disciplinary action.
4. Hires and oversees consultants for a variety of engineering projects subject to budgetary constraints.
5. Assists City Engineer with budget preparation related to own projects or activities.
6. Assists in preparing, developing, and maintaining a Capital Improvement plan for the City of Gallatin's transportation and stormwater infrastructure.
7. Assists in managing all aspects of Public Capital Improvement construction projects from concept through construction related to the City's bridges, roadway and traffic control system, resurfacing, and stormwater projects.
8. Manages, administers, and issues Right of Way Excavation Permits, and Driveway Permits.
9. Coordinates all manner of Capital Improvement projects with the Gallatin Public Works Department, Gallatin Public Utilities Department, and the Gallatin Department of Electricity on relevant projects for each Department's responsibilities.
10. Manages all aspects of Capital Improvement construction projects from concept through construction related to the City's bridges, roadway and traffic control system, resurfacing, and stormwater projects.
11. Prepares engineering construction drawings from field notes, sketches, record information, topographic maps, and design calculations pertaining to stormwater, streets, utilities, or other City owned infrastructure, and inspect construction for compliance.
12. Evaluates and reports on proposed projects using accepted civil engineering design practices.
13. Communicates both broadly and specifically on Capital Improvement projects whatever information that should be shared to all those required.
14. Investigates and evaluate citizen complaints concerning stormwater, street, and/or traffic control device problems using accepted engineering design practices.
15. Assists the Street Division by making recommendations and inspections of construction associated with stormwater, traffic control, and other construction projects.
16. Reports on street infrastructure conditions annually and recommend rehabilitation methods.
17. Inspects bridges for safety and assess the need for repairs.
18. Collects data in the field, using basic surveying techniques for civil engineering project designs.
19. Provides other surveying expertise as education and skills allow. Including, but not limited to, construction and boundary survey staking, topographic and boundary surveys, and preparing boundary/right-of-way easement information.

20. Prepares cost estimates, bid documents, and construction contracts.
21. Prepares and maintain engineering files and records.
22. Attends Planning Commission and/or City Council meetings as assigned.
23. Performs any and all tasks normally performed by the Project Manager, Engineering Technician, or Traffic Signal Control Technician as necessary.
24. Regular and predictable attendance.
25. Ability to work in a cooperative manner with others.
26. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering or closely related field.
- Eight (8) years recent professional work experience in Civil Engineering.
- Two (2) years of supervisory experience.
- Professional Engineer (PE) Licensing.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of civil engineering design methods and practices.
- Knowledge of the techniques and methods of drafting.
- Knowledge of the principles of mathematics relating to the civil engineering field.
- Skill in the use of engineering surveying instruments.
- Ability to design water, storm water management and other public works and public utility projects
- Ability to establish and maintain effective working relationships with others.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and softwares.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

Work is often in an office setting. However, the employee is subject to outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.